



User Manual

For the BCA LEAP Application

Role	Owner Representative
Version	1.10
Date	6 August 2026



Change Log

Version	Date Updated	Remarks
1.0	8 June 2023	LEAP System Commissioning version
1.1	14 July 2023	Addition to manual based on user feedback Revision of Section 1.4 Accepting an owner representative request Revision of Section 1.5 Rejecting an owner representative request Revision of Section 1.8 Owner registration Revision of Section 2.1 GIRO application Revision of Section 6.1 Printing PTO Certificate Revision of Section 6.3 Changing SPE for selected equipment Revision of Section 6.9 Viewing inspection for an equipment Revision of Section 7.1 Edit equipment details Revision of Section 7.2 View past applications Revision of Section 7.3 View payment history Revision of Section 7.4 View Owner, contractor & SPE history Revision of Section 8.1 if Application ID is known upfront Revision of Section 8.2 If Application ID is not known upfront Addition of Section 11 Notification
1.2	7 August 2023	Revision of Section 6.9 Viewing inspection for an equipment
1.3	5 October 2023	Revision of Section 2 Renew PTO Application Revision of Section 2.1 GIRO Application Revision of Section 2.3 Paying the renewal fee of an equipment if Owner's GIRO deduction failed Revision of Section 3 New PTO Application Revision of Section 3 Recommission PTO Application Revision of Section 4 Recommission PTO Application
1.4	6 November 2023	Revision of Section 3 New PTO Application Revision of Section 3 Recommission PTO Application Revision of Section 4 Recommission PTO Application Revision of Section 5 Reactivating a terminated equipment
1.5	27 June 2024	Revision of 1.8 Owner Registration (email verification)

Version	Date Updated	Remarks
		Revision of 7.1 Editing Equipment Details (warning message if equipment is ongoing inspection)
1.6	14 November 2024	Revision of 1.6 Access Owner's profile as an Owner Representative Addition of Section 2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card) Addition of Section 2.2.2 Paying the renewal fee of an equipment – E-Payment (PayNow) Addition of Section 2.2.3 Paying the renewal fee of an equipment – Bank Transfer Addition of Section 2.2.4 Paying the renewal fee of an equipment – GIRO Revision of 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4.1 Making Payment for Recommission PTO Revision of Section 6.2 Change Contractor Revision of Section 6.3 Changing SPE for selected equipment Revision of Section 6.4 Printing past receipts Revision of Section 6.6 Suspend equipment Revision of Section 6.7 Amend Suspension Date Revision of Section 7.1 Edit equipment details
1.7	19 June 2025	Revision of Section 2 Renew PTO equipment Revision of Section 2.2.4 Paying the renewal fee of an equipment – GIRO Revision of Section 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1 Revision of Section 2.4 Paying the renewal fee of an equipment if GIRO deduction failed – Method 2 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4 Recommission PTO application
1.8	13 November 2025	Updating of BCA Logo Revision of Section 1.3 Logging into the system Revision of Section 2 Renew PTO equipment Revision of Section 2.1 GIRO application
1.9	7 May 2026	Addition of Section 2 Paying PTO fees for equipment(s) Revision of Section 3 Renew PTO equipment Revision of Section 4 New PTO application Revision of Section 5 Recommission PTO application Revision of Section 8 Equipment details
1.10	6 August 2026	Revision of Section 2 Paying PTO fees for equipment(s) Revision of Section 7.4 Tax Invoice and Receipt

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1 Introduction

The BCA Lifts and Escalators Application system (LEAP) was created to automate the process involved in the lifecycle of lifts and escalators, from inception to termination. The LEAP system would facilitate the involvement of all actors involved in the three main processes of creating, renewing and recommissioning permits to operate for lifts as well as escalators that fall under BCA's purview. It is required that every new escalator or lift obtain a permit before beginning operations. Users can log into the system via their Singpass for private owners of equipment or Corppass for corporate owners of equipment.

This user manual serves to assist you, the Owner representatives, in understanding the different functions of the BCA's LEAP system.

The screens that Owner Rep will see are the same as Owner. Owner Rep can act on behalf for Owner for several key features such as paying PTO fees for renewal PTO, new PTO and recommission PTO applications.

1.1 Terminology Used

Term	Definition
LEAP	Lifts and Escalators Application Portal
PTO	Permit To Operate
SPE	Specialist Professional Engineer in the Specialized Branch of Lift and Escalator Engineering
LEI	Lift and Escalator Inspector
Major A/R works	Major alteration or replacement works carried out on any lift or escalator specified in the first column of Part 2 of the Second Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016
Owner Rep	Owner Representative

1.2 Statuses used in LEAP

1.2.1 Application Status

Status	Description
Pending SPE Inspection	During new PTO application, SPE selects owner and creates equipment, or During recommission PTO application, SPE initiated an application and SPE yet to submit inspection, or During renewal PTO application, Owner initiated an application and SPE yet to submit inspection
Pending Payment	During new/recommission PTO application, SPE signed and submitted inspection, or During renewal PTO application, Owner initiated renewal application and Owner yet to make payment
Pending PTO Officer Review	During new/recommissioning PTO application, payment was received and SPE has submitted inspection results. The application is currently under review by PTO officer.
Complete	During new/recommission PTO application, PTO Officer approved the application, or During renewal PTO application, Owner made payment and SPE has also submitted inspection
Rejected	During new/recommissioning PTO application, the application was rejected by PTO officer and the SPE has to initiate the application again.
Pending Amendment By SPE	During new/recommission PTO application, PTO Officer rejected the application and route back to SPE for amendments e.g., follow up on some clarifications, or missing documents for processing
Pending BCA Engineer Review	During new/recommission PTO application ¹ , Owner made payment and SPE submitted inspection, or During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted inspection

¹ Temporarily not applied in LEAP

1.2.2 Equipment Status

Status	Description
Pending SPE Inspection	During new PTO application, SPE has selected owner and created equipment records
Accepted By Owner	During new PTO Application, after SPE submitted inspection for the new equipment, owner reviewed and accepted the equipment to be under his/her ownership.
Rejected By Owner	During new PTO Application, after SPE submitted inspection for the new equipment, owner reviewed and rejected the equipment to be under his/her ownership.
Pending Owner Acceptance	During new PTO application, SPE has submitted inspection results but owner has not accepted the ownership of the equipment
Active	After PTO Officer approves new/recommission PTO application
Active. To suspend from DD/MM/YYYY	PTO is valid but Owner suspends equipment in advance with effect from a future date
Suspended	When Owner suspends an equipment with effect from today
	PTO expired as the PTO Expiry Date is before today
Terminated	When Owner terminates an equipment

1.2.3 Inspection Status

Status	Description
Saved as Draft	SPE has saved the inspection as draft or has not submitted the inspection report with his digital signature
Pending BCA Review	SPE signs and submitted inspection for new/recommission PTO application, or SPE signs and submitted inspection for renewal PTO application (shortlisted equipment)
Approved	PTO Officer approved inspection for new/recommission PTO application, or SPE approved LEI's inspection (for renewal application only)
Rejected	During new/recommissioning PTO application, the application was rejected by PTO officer and the SPE has to initiate the application again.
Pending Amendment By SPE	During new/recommission PTO application, PTO Officer rejected the application and route back to SPE for amendments e.g., follow up on some clarifications, or missing documents for processing
Completed	SPE signs and submits inspection for renewal PTO application
Pending SPE Review	LEI submitted inspection for renewal PTO application
Pending Amendment By LEI	SPE routed back to LEI for renewal PTO application

1.2.4 Payment Status

Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Refund Requested	Owner requested for refund, or Finance Officer mark payment for refund
Refunded	Finance Officer updated refund status as refunded
Pending Refund	Finance Officer updated refund status as pending refund
Failed	GIRO Deduction is unsuccessful
Submitted to Vendors@Gov	Owner made payment through PayBCA and selected Vendors@Gov

1.2.5 Refund Status

Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

1.3 Logging into the system

To login into the system, Owner Representatives can log in with their **main account** using Singpass or Corppass.

Type of user	Mode of log in	Remarks
Contractor	Corppass (Contractor)	If you are a Registered Lift Contractor (RW02) or Registered Escalator Contractor (RW03), you will be allowed to access LEAP. There is no requirement to register explicitly in LEAP.
Facilities management firm	Corppass (Corporate Owner)	If you do not have any account, please refer to Section 1.8 to register as Corporate Owner in LEAP.
LEI	Singpass (LEI)	If you are under the Accredited Lift & Escalator Inspectors list (LEI), you will be allowed to access LEAP. There is no requirement to register explicitly in LEAP.
Next of Kin	Singpass (Individual L&E Owner)	If you do not have any account, please refer to Section 1.8 to register as Home Owner in LEAP.
SPE	Singpass (SPE)	If you are under the Professional Engineers Board (PEB), you will be allowed to access LEAP. There is no requirement to register explicitly in LEAP.




Feedback



Lifts and Escalators Application Portal

Announcement

Beware of Impersonation Scams

Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit www.scamshield.gov.sg to check if something is a scam.

The Lifts and Escalators Application ("LEAP") Portal replaces the Online Permit to Operate ("OPTO") system. All PTO application applications for lifts and escalators must be carried out through the LEAP Portal from 21 November 2022.

Please beware of malware stealing login credentials saved in internet browsers. Stay vigilant against malicious emails that can infect devices with

Individual Login

Individual Home Owner

[Log in with singpass](#)

SPE

[Log in with singpass](#)

LEI

[Log in with singpass](#)

If you do not have a Singpass account or have forgotten your password, click [here](#).

Corporate Login

L&E Corporate Owner

[Log in with corppass](#)

Contractor

[Log in with corppass](#)

If you are transacting on behalf of your company and you do not own a Corppass account, please contact your company's Corppass Admin to create the account, and assign the access to "BCA e-Services" as "MyBCA User" for you.

Contractor - PWM

[Log in with corppass](#)

If you are submitting the Progressive Wage Plan on behalf of your company, please contact your Corppass Admin to assign the access to "BCA-LEAP" as "Contractor PWM" for you.

To find out who is the Corppass Admin or Sub-Admin of your entity, please Email support@corppass.gov.sg with the following information:

- Your entity's UEN / Foreign Registration Number
- Your name, title and contact no.

Corppass Support will notify your entity's Corppass Admin to contact you.

QUICK LINKS

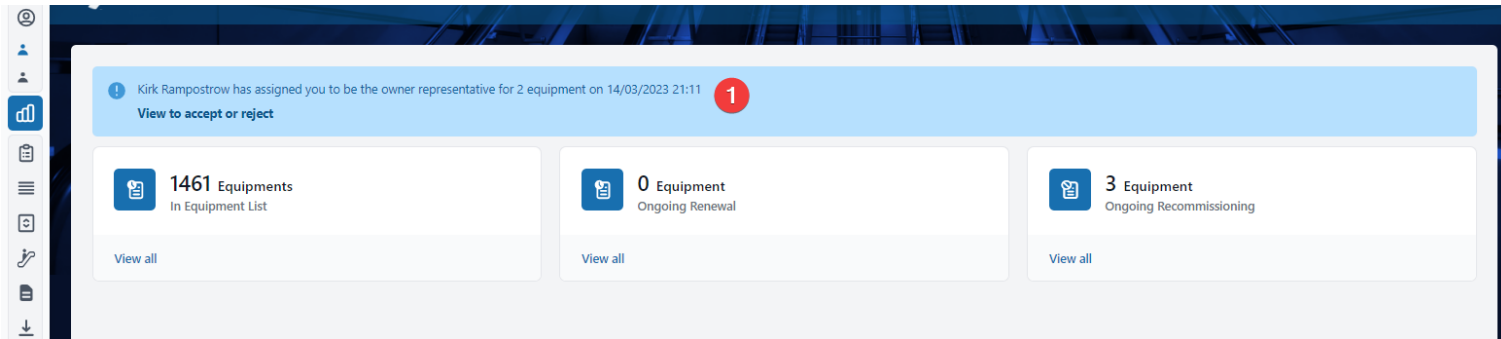
LEAP BRIEFING SLIDES	LEAP WEBINAR	LEAP USER MANUAL	FAQ (.pdf 272KB, 20 Jan 2023)
Owner (.pdf 5.6MB, 4 Nov 2022)	Owner (.mp4 535.51MB, 31 Oct 2022)	Owner (.pdf 17.57MB, 19 Jun 2025)	
Town Councils (.pdf 5.6MB, 17 Oct 2022)	Town Councils (.mp4 295.20MB, 14 Oct 2022)	Contractors (.pdf 4.61MB, 14 Nov 2024)	
Contractors (.pdf 3.5MB, 28 Oct 2022)	Contractors (.mp4 195.19MB, 28 Oct 2022)	SPE (.pdf 10.65MB, 14 Nov 2024)	
SPE (.pdf 5.3MB, 20 Oct 2022)	SPE (.mp4 249.49MB, 18 Oct 2022)	LEI (.pdf 4.78MB, 14 Nov 2024)	
		Owner Rep (.pdf 12.32MB, 19 Jun 2025)	



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1.4 Accepting an owner's representative request

Owner representative can login to their account and accept the request.



The screenshot shows the LEAP dashboard interface. At the top, a blue notification banner states: "Kirk Rampostrow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11" with a red circle containing the number "1" and a link "View to accept or reject". Below the banner are three white cards with blue icons: "1461 Equipments In Equipment List" with a "View all" link, "0 Equipment Ongoing Renewal" with a "View all" link, and "3 Equipment Ongoing Recommissioning" with a "View all" link. A vertical sidebar on the left contains various navigation icons.

1. Click on the dashboard notification.

2. Select the request
3. Select accept

4. Confirm acceptance of request

Confirm Ownership

Current Owner Name, ID
Jon Bieber, *****819T

Request date
01/11/2023

1 item(s) selected [Clear All Column Filters](#)

OWNER NA...	EQUIPMENT NO.	EQUIPMENT NO.	ADDRESS	BLK	STREET NA...	POSTAL CO...	BUILDING NA...	EQUIP
Jon Bieber	L414	Set for auto renew	666	purple road	N/A	N/A	Ac	

Documents

safety gear report AH06 1600kg.pdf
[Download](#)

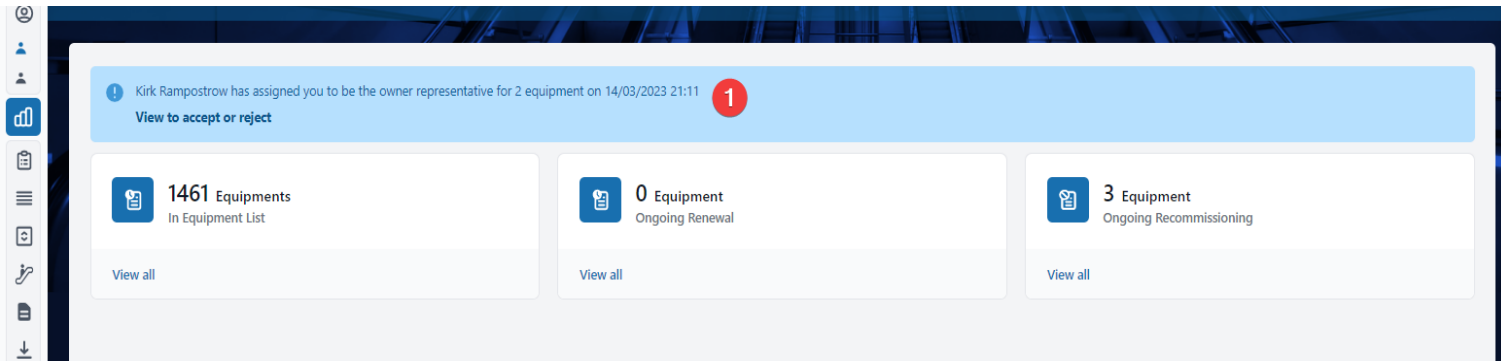
Remarks

Please describe details of the discrepancies.

Cancel Reject Accept

1.5 Rejecting an owner representative request

Owner representative can login to their account and reject the request.



The screenshot shows the LEAP dashboard interface. At the top, a blue notification banner states: "Kirk Rampostrow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11" with a red circle containing the number "1" and a link "View to accept or reject". Below the banner are three white cards: "1461 Equipments In Equipment List" with a "View all" link, "0 Equipment Ongoing Renewal" with a "View all" link, and "3 Equipment Ongoing Recommissioning" with a "View all" link. A vertical sidebar on the left contains various icons for navigation.

1. Click on the dashboard notification.

<

Confirm Ownership

Current Owner Name, ID
Jon Bieber, *****819T
Request date
01/11/2023

1 item(s) selected [Clear All Column Filters](#)

☒	OWNER NA...	EQUIPMENT ...	EQUIPMENT NO	ADDRESS	BLK	STREET NA...	POSTAL CO...	BUILDING NA...	EQUIP
☒	Jon Bieber	L414	Set for auto renewal 6/9/2023	blk66666, purple road	blk66666	purple road	N/A	N/A	Ac

Documents

safety gear report AH06 1600kg.pdf
[Download](#)

Remarks

Please describe details of the discrepancies.

Cancel **3** Reject Accept

2. Select the request
3. Select reject

4. Confirm rejection

Confirm Ownership

Current Owner Name, ID
Jon Bieber, *****819T

Request date
01/11/2023

1 item(s) selected [Clear All Column Filters](#)

OWNER NA...	EQUIPMENT NO.	EQUIPMENT NO.	ADDRESS	BLK	STREET NA...	POSTAL CO...	BUILDING NA...	EQUIP
Jon Bieber	L414	Set for auto renew	666 purple road	N/A	N/A	At		

Documents

safety gear report AH06 1600kg.pdf
[Download](#)

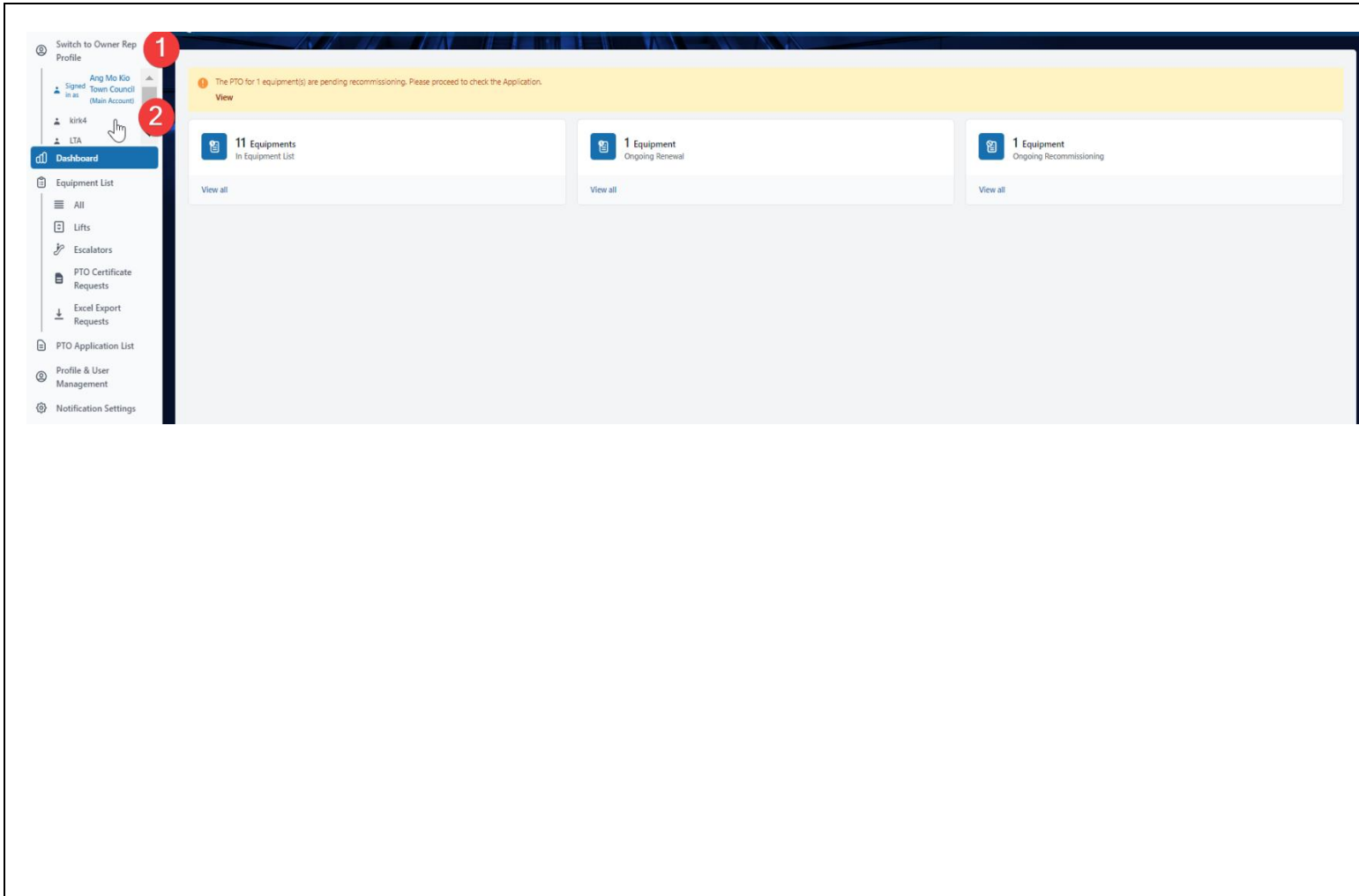
Remarks

Please describe details of the discrepancies.

Cancel Reject Accept

1.6 Access Owner's profile as an Owner Representative

After Owner Rep has logged in to their main profile and accepted the Owner Representative requests, Owner Representatives can then switch profile to access Owner's equipment – Method 1



The screenshot displays the LEAP dashboard interface. On the left sidebar, the 'Dashboard' menu item is highlighted. The main content area shows a notification banner at the top stating 'The PTO for 1 equipment(s) are pending recommissioning. Please proceed to check the Application.' Below this, there are three summary cards: '11 Equipments In Equipment List', '1 Equipment Ongoing Renewal', and '1 Equipment Ongoing Recommissioning'. Each card has a 'View all' link. The left sidebar contains a list of navigation items: Dashboard, Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The 'Profile & User Management' item is highlighted, and a red circle '2' is placed over the 'Signed in as' dropdown menu. A red circle '1' is placed over the 'Switch to Owner Rep Profile' button at the top of the sidebar.

1. Select the desired assigned Owner Representative account from the left sidebar.
2. Profile has been switched.

The screenshot displays the LEAP application interface. The top navigation bar includes links for 'All', 'Lifts', 'Escalators', and 'PTO Certificate Requests'. The user is logged in as 'Lucky Guy'. The left sidebar shows the 'Equipment List' selected. The main content area shows a summary of equipment status and a table of equipment records.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQU ACTION
L395	SL7866	blk832sdf, testing payment issue	blk832sdf	testing payment issue	N/A	N/A	31/05/2024	16/10/2028	Pending SPE Inspection	Renewal PTO	View
L389	PI 23	Block 23, Ramsy street, 1, 234234	Block 23	Ramsy street	234234	N/A	30/06/2024	N/A	Complete	Renewal PTO	View
L391	CL76803	Street 76803	N/A	Street 76803	N/A	N/A	31/07/2024	N/A	Complete	Recommission PTO	View
L279	TestCL01	TestCL01	N/A	TestCL01	N/A	N/A	31/08/2024	N/A	Complete	New PTO	View
L161	pl4234	blk5768997, test street	blk5768997	test street	N/A	N/A	21 days 31/10/2024	N/A	Complete	Recommission PTO	View
L394	12312	blk234ff, test st	blk234ff	test st	N/A	N/A	30/09/2025	19/07/2029	Complete	Renewal PTO	View

1. The “signed in as” will be updated.
2. A red border will be shown.
3. Equipment assigned to you which you have accepted will be shown.

Note: You will not be seeing your own equipment until you switch back to your own profile by selecting your account from the left sidebar. You will notice a slight difference in the view you had before switching profile. For example, you will not see “Profile & User Management” and “Notification Settings” after switching to Owner’s profile.

After Owner Rep has logged in to their main profile and accepted the Owner Representative requests, Owner Representatives can then switch profile to access Owner's equipment – Method 2

Equipment List

6 / 6 equipment(s) 0 item(s) selected III Display/Hide Columns Group By Column Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQU ACTION
L395	SL7866	blk832sdf, testing payment issue	blk832sdf	testing payment issue	N/A	N/A	31/05/2024	16/10/2028	Pending SPE Inspection	Renewal PTO	Su View ...
L389	PI 23	Block 23, Ramsy street, 1, 234234	Block 23	Ramsy street	234234	N/A	30/06/2024	N/A	Complete	Renewal PTO	Su View ...
L391	CL76803	Street 76803	N/A	Street 76803	N/A	N/A	31/07/2024	N/A	Complete	Recommission PTO	Su View ...
L279	TestCL01	TestCL01	N/A	TestCL01	N/A	N/A	31/08/2024	N/A	Complete	New PTO	Su View ...
L161	pl4234	blk5768997, test street	blk5768997	test street	N/A	N/A	21 days 31/10/2024	N/A	Complete	Recommission PTO	Su View ...
L394	12312	blk234ff, test st	blk234ff	test st	N/A	N/A	30/09/2025	19/07/2029	Complete	Renewal PTO	Ac View ...

Showing 1 to 6 of 6 results Rows per page 10 First < 1 > Last

1. Click on your username at the top right hand corner
2. Select the desired assigned Owner rep account

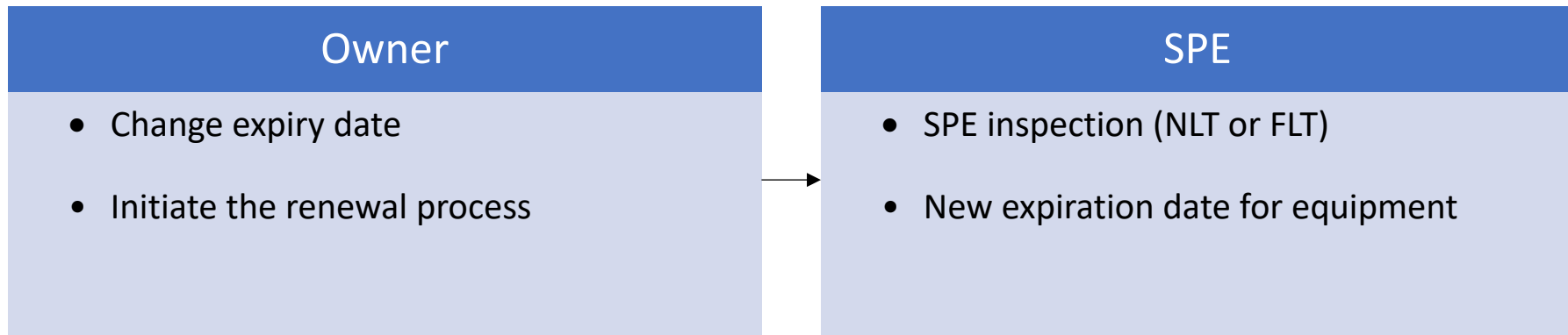


1.7 Flow of Owner main functions

The main role of the owner representative would be act on behalf of the owner for some actions such as during the renewal, new PTO creation and recommission process. This section will be used to elaborate on the flow of these 3 main usage for Owner.

1.7.1 Owner flow: Renewal process

When renewing a PTO, Owners should first adjust the expiry date to be within the 3-month renewal window period. Owners can then initiate the renewal process which includes contractor and SPE selection as well as payment for the renewal. **The full renewal process is outlined in [Section 2](#)**. After which the SPE will receive an email alert to conduct the inspection whether it be the No Load Test or Full Load test. The new expiration date would be changed automatically once the process is completed.



1.7.2 Owner flow: Create New PTO process

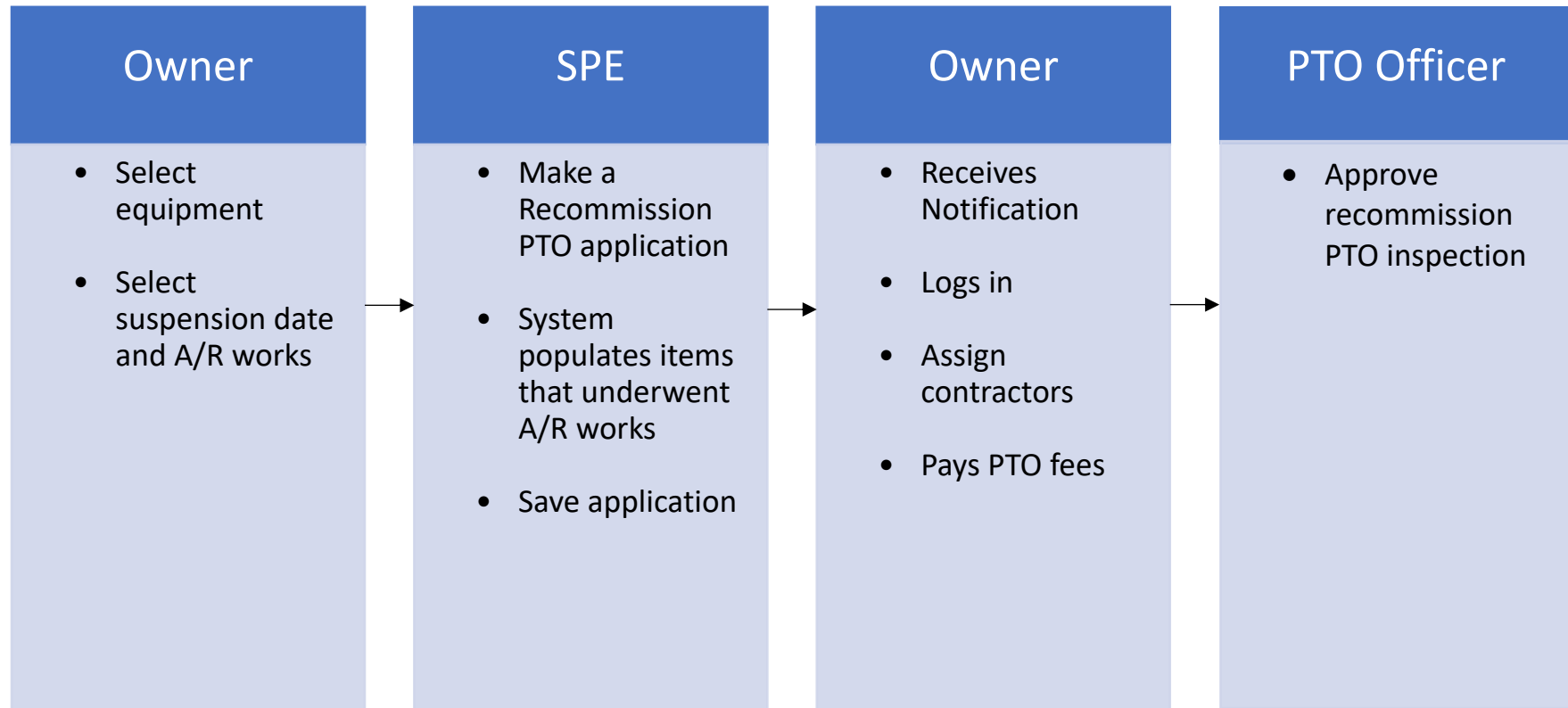
The process of creating a new PTO begins with the SPE. Once created, the SPE conducts the inspection. The Owner will then receive an email alert and can then commence the new PTO on their end, selecting the necessary contractors and SPE. The next step would be to proceed to



make payment. **The full process for Owners is outlined in [Section 3](#).** Once approved by the PTO officer, Owners can then proceed to download the PTO certificate.

1.7.3 Owner flow: Recommission process

The process of recommission begins at the time the owner suspends the equipment. This process is outlined in [Section 4](#). After the period of suspension, the SPE has to initiate the recommission process. The Owner then receives an email notification indicating that the recommission process has been started and can then proceed to assign a contractor and pay fees for recommission.



1.8 Owner Registration

Owner registration is a crucial step. Information here would be pre-populated according to Singpass or Corppass details.

For Home Owner, personal details include Owner Name and NRIC, which is pre-populated.

The screenshot shows the 'Owner Registration' form in the LEAP application. The form is divided into several sections, each with a numbered red circle indicating a step:

- 1. Personal Details:** Includes fields for 'Owner Name *' (pre-filled with 'New User'), 'Owner NRIC' (pre-filled with 'S1114F'), and a 'Send OTP' button.
- 2. Address Details:** Includes fields for 'Block/House Number' (pre-filled with '12'), 'Street Name *', 'Floor Number' (pre-filled with '12'), 'Unit Number' (pre-filled with '12'), 'Building/Estate Name' (pre-filled with 'Building Name'), and 'Postal Code' (pre-filled with '121212').
- 3. Contact Details:** Includes fields for 'Email *' (pre-filled with 'theneuser@email.com') and 'Phone *' (pre-filled with '65 22334455').
- 4. Declaration:** A checkbox labeled 'I have reviewed the information provided and declare that it is true and accurate.'.
- 5. Register:** A red 'Register' button.

A yellow banner in the center of the form reads: 'Email Verification! Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.'

Note that on the users screen that the Owner's details would be pre-populated based on users Singpass or Corppass details

1. Select the owner type in personal details.
2. Fill in address details.
3. Fill in email and contact details.
4. Select the declaration
5. Select Register

Note: Owner must verify the email address using OTP to register in LEAP

For Corporate Owner, personal details include Registration No./UEN, Company Name and Owner Name.

Owner Registration

Personal Details

Registration No. / UEN

82034923X

Company Name

Owner Name

1.9 Equipment list

The equipment list involves the main activities of LEAP, whereby most of the required actions happen here. It gives a clear view of all the equipment that belongs to the user itself and can be easily filtered according to user's needs.

All Owner Rep will see the view of an Owner's equipment list dashboard after switched profile. Refer to [Section 1.6](#) for more details on how to switch profile to view Owner's equipment.

Equipment List

[Claim Equipment Ownership](#) [Export All Records To Excel](#)

412 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No contractor for less than 1 month

1 Equipment
No contractor for more than 1 month

7 New Equipment
Ongoing New PTO application

3 Equipment
Ongoing Recommissioning

10 Equipment
Suspension Request

1484 Applications
Assigned to me

[Renew PTO](#)
[Pay Renewal Fee](#)
[Print PTO Cert](#)
[Other Actions](#)
[Export Selected Records To Excel](#)

1461 / 1484 equipment(s) 0 item(s) selected
 [Display/Hide Columns](#)
[Group By Column](#)
[Clear All Column Filters](#)
[Search](#)

☐	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
☐	EN-10079-606886	N/A	180, Kitchener Rd, 03 - 02, 780835	180	Kitchener Rd	780835	N/A	View ...
☐	EN-27925-420224	N/A	7, Kallang, Indoor Stadium, 123456	7	Kallang	123456	Indoor Stadium	View ...

1.10 Smart filter View

Smart filter view is a quick and convenient way to view the desired equipment in the context required. Selecting a filter would change the equipment(s) being shown in the equipment list.

The screenshot displays the 'Equipment List' interface. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, a grid of eight smart filter cards is highlighted with a red border. These cards provide quick access to specific equipment subsets based on various criteria. Below the filter cards, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar indicates '1461 / 1484 equipment(s)' and '0 item(s) selected'. It also includes controls for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters', along with a search bar. At the bottom, a table header is visible with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION

1.10.1 View equipment expiring in 3 months

Select PTO expiring in 3 months smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, the dashboard is organized into a grid of filter cards. The first card, '412 Equipment PTO Expiring in 3 months', is highlighted with a red border. Other filter cards include '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '1 Equipment No contractor for more than 1 month', '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

Filter Category	Count	Description
PTO Expiring in 3 months	412	Equipment
Full Load Test window open	0	Equipment
No contractor for less than 1 month	0	Equipment
No contractor for more than 1 month	1	Equipment
Ongoing New PTO application	7	New Equipment
Ongoing Recommissioning	3	Equipment
Suspension Request	10	Equipment
Assigned to me	1484	Applications

Actions: Renew PTO, Pay Renewal Fee, Print PTO Cert, Other Actions, Export Selected Records To Excel

1.10.2 View equipment with full load test window open

Select Full Load Test Window Open smart filter. Do note that full load tests have to be carried out within 4 months of the expiry date.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, there are eight equipment status cards arranged in a 2x4 grid. The second card in the first row, '0 Equipment Full Load Test window open', is highlighted with a red border. At the bottom of the dashboard, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

Icon	Count	Category
🕒	412	Equipment PTO Expiring in 3 months
📄	0	Equipment Full Load Test window open
👤	0	Equipment No contractor for less than 1 month
👤	1	Equipment No contractor for more than 1 month
📄	7	New Equipment Ongoing New PTO application
🕒	3	Equipment Ongoing Recommissioning
🕒	10	Equipment Suspension Request
👤	1484	Applications Assigned to me

1.10.3 View equipment with no contractor for less than 1 month

Select No contractor for less than 1-month smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, there are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month' (highlighted with a red box), and '1 Equipment No contractor for more than 1 month'. The second row contains: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

Filter Category	Count	Description
PTO Expiring in 3 months	412	Equipment
Full Load Test window open	0	Equipment
No contractor for less than 1 month	0	Equipment
No contractor for more than 1 month	1	Equipment
New Equipment	7	Ongoing New PTO application
Ongoing Recommissioning	3	Equipment
Suspension Request	10	Equipment
Assigned to me	1484	Applications

1.10.4 View equipment with no contractor for more than 1 month

Select No contractor from more than 1-month smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. The dashboard features eight filter cards arranged in two rows. The top row includes: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month' (highlighted with a red box). The bottom row includes: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom of the dashboard, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

Filter Category	Count	Description
PTO Expiring in 3 months	412	Equipment
Full Load Test window open	0	Equipment
No contractor for less than 1 month	0	Equipment
No contractor for more than 1 month	1	Equipment
Ongoing New PTO application	7	New Equipment
Ongoing Recommissioning	3	Equipment
Suspension Request	10	Equipment
Assigned to me	1484	Applications

1.10.5 View equipment with ongoing new PTO application

Select Ongoing New PTO application smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, there are eight filter cards arranged in a 2x4 grid:

- 412 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 1 Equipment: No contractor for more than 1 month
- 7 New Equipment: Ongoing New PTO application** (highlighted with a red box)
- 3 Equipment: Ongoing Recommissioning
- 10 Equipment: Suspension Request
- 1484 Applications: Assigned to me

At the bottom of the dashboard, there are five buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

1.10.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. The dashboard features eight filter cards arranged in two rows. The first row includes: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The second row includes: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning' (highlighted with a red border), '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

Filter Category	Count	Description
PTO Expiring in 3 months	412	Equipment
Full Load Test window open	0	Equipment
No contractor for less than 1 month	0	Equipment
No contractor for more than 1 month	1	Equipment
Ongoing New PTO application	7	New Equipment
Ongoing Recommissioning	3	Equipment
Suspension Request	10	Equipment
Assigned to me	1484	Applications

1.10.7 View equipment with suspension request

Select Suspension Request smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, there are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The second row contains: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request' (highlighted with a red border), and '1484 Applications Assigned to me'. At the bottom, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

Filter Category	Count	Description
PTO Expiring	412	PTO Expiring in 3 months
Full Load Test	0	Full Load Test window open
No contractor (less than 1 month)	0	No contractor for less than 1 month
No contractor (more than 1 month)	1	No contractor for more than 1 month
New Equipment	7	Ongoing New PTO application
Ongoing Recommissioning	3	Ongoing Recommissioning
Suspension Request	10	Suspension Request
Applications Assigned to me	1484	Assigned to me

1.10.8 View all equipment assigned

Select Assigned to me smart filter.

Equipment List

[Claim Equipment Ownership](#)[Export All Records To Excel](#)

412 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No contractor for less than 1 month

1 Equipment
No contractor for more than 1 month

7 New Equipment
Ongoing New PTO application

3 Equipment
Ongoing Recommissioning

10 Equipment
Suspension Request

1484 Applications
Assigned to me

[Renew PTO](#)[Pay Renewal Fee](#)[Print PTO Cert](#)[Other Actions](#)[Export Selected Records To Excel](#)

Owners can check the equipment that has been transferred by selecting the smart filter that indicates applications assigned to me.

2 Paying PTO fees for equipment(s)

Payment is done through PayBCA – A one-stop payment portal which allows users to process payments to BCA; access Tax Invoices and Receipts; and apply for electronic GIRO² to facilitate payments to BCA.

GIRO users may make payments for Renewal, New, and Recommissioning applications in PayBCA. Upon successful deduction, the payment status will be automatically updated in LEAP.

After payment has been completed, users can access the Tax Invoice(s) and Payment Receipts in LEAP or PayBCA Portal. This user manual demonstrates the steps to view the documents in LEAP in [Section 7.4](#).

² For setting up GIRO account, please go to <https://eportal.bca.gov.sg/paybca> and refer to the PayBCA User Guide for detailed step-by-step instructions.

Confirm Email & Make Payment

[Print To PDF](#)

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Car Lift	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	20

Showing 1 to 1 of 1 results

Rows per page10

First<1>Last

Total Amount\$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Payments are made via PayBCA. Click 'Proceed to Payment' to access the portal.
GIRO users may make payments for renewal, new, and recommissioning applications in PayBCA. Upon successful deduction, the payment status will be automatically updated in LEAP. GIRO users no longer need to initiate payments before the PTO expiry month.

← Previous

1Proceed To Payment →

1. At the payment page, select Proceed to Payment

BCA PayBCA

1 Confirm Billing Details

2 Review Proforma Invoice

3 Payment Summary

4 Completion

Proforma Invoice: PAYBCA-CY2026-001766 ⓘ

Review Billing Information

Details

Name Kirk4 NRIC

Billing Address Details
Required for invoicing

Search For Address
You may search using block, street name, building name, or postal code.

Search...

2

Block / House Number * 138

Street Name * Cecil Street-2026-03-03 05:24

Floor 12

Unit 02/03

Building Name Cecil Court

Postal Code * 069538

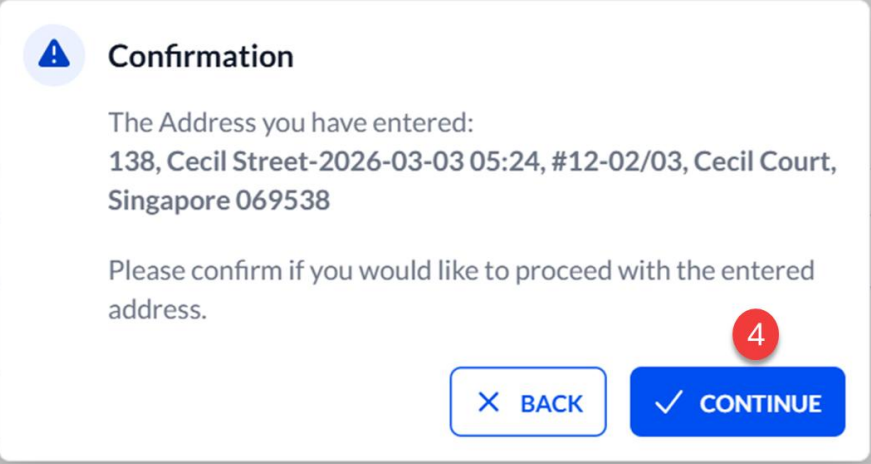
3

BACK CONTINUE

Owner will be redirected to PayBCA portal to make payment.

2. Fill in Billing Address Details

3. Click “Continue”

 The dialog box is titled "Confirmation" with a blue warning icon. It displays the entered address: "138, Cecil Street-2026-03-03 05:24, #12-02/03, Cecil Court, Singapore 069538". Below the address, it asks the user to confirm if they want to proceed. At the bottom, there are two buttons: "BACK" with a blue 'X' icon and "CONTINUE" with a blue checkmark icon. A red circle with the number "4" is positioned above the "CONTINUE" button.	4. Confirm address details and click "Continue"
---	--



1 Confirm Billing Details

2 Review Proforma Invoice

3 Payment Summary

4 Completion

Proforma Invoice: PAYBCA-CY2026-001766 Pending Payment

[BACK TO LEAP](#) [EDIT BILLING INFORMATION](#) [CONTINUE](#) 

Please make payment by clicking on the CONTINUE button.


Proforma Invoice

Kirk4 NRIC
138, Cecil Street-2026-03-03 05:24, #12-02/03
Cecil Court
Singapore 069538

UEN : T08GB0005B
GST Registration No. : M90002855T
Proforma Invoice No. : PAYBCA-CY2026-001766
Invoice Date : 13 March 2026
Payment Terms : Immediate
Due Date : 13 March 2026
Memo : A-202603-001260

Serial Number	Line Description	Quantity	Unit Price	GST	Amount
1	Renewal: Permit to Operate Application Fee For CarLift No. pl0009 (Equipment ID: L1025) at 9923ABCDEF, Aaburnum Avenue Laburnum Avenues, The Pastures The Pastures The Pastures 1, 123 - 12345, 123445	1.00	20.00	OUT	20.00
Amount (Exclude GST):					20.00
GST:					
Out of Scope			20.00		0.00
Amount (Include GST):					SGD 20.00

5. Review Proforma Invoice details and click "Continue"

Confirm Billing Details

Review Proforma Invoice

3 Payment Summary

4 Completion

Payment Summary

BACK TO LEAP

Total Amount: \$20.00

e-Service	Memo	Proforma Invoice No.	Date	Amount (including GST)
LEAP	A-202604-001007	BCA-PFI-CY2026-000800	24 Apr 2026	\$20.00

EDIT SUB-BU

VIEW PROFORMA INVOICE

Billing Address

1, Hampshire Road, Singapore 219428

6

Payment Method

a

☐ Vendors@Gov
If your payment is urgent, please select GIRO or PaySG instead

b

☐ GIRO

c

☐ PaySG (Payments up to \$200,000)
Credit/Debit Card, PayNow, Apple Pay, Google Pay

PROCEED

6. Select Payment method and click “Proceed” (PaySG method is illustrated below)

Note: Available Payment Methods

a. Vendors@Gov – Only available for government agencies

b. GIRO – Available to GIRO³ registered users

c. PaySG – Available for all users

³ For setting up GIRO account, please go to <https://eportal.bca.gov.sg/paybca> and refer to the PayBCA User Guide for detailed step-by-step instructions.

←

 Building and Construction Authority

Name

Kirk4 NRIC

Identifier

T6734614E

Summary

Description	Qty	Price	Amount (SGD)
PAYBCA-CY2026-001766	1	\$20.00	\$20.00
Total			\$20.00

Complete payment

 Card

PAYNOW

PayNow

Card number

1234 1234 1234 1234 

Expiration date

MM / YY

Security code

CVC 

Country

Singapore

Pay \$20.00

 PAYSG

© 2024. [Pay.gov.sg](https://pay.gov.sg). All Rights Reserved.

7. Owner will be redirected to PaySG payment page. Choose preferred mode of payment and fill out necessary details

8. Click “Pay”

✔ Your payment was successful. We will process your application and notify you of the outcome 9 ✔ REVIEW ✔ ASSIGN CONTRACTORS ✔ MAKE PAYMENT 04 COMPLETION Completion	9. After payment, Owner will see a success message
---	---

Resume PTO Application

✓ Your payment was successful. We will process your application and notify you of the outcome

9



REVIEW

ASSIGN
CONTRACTORSCONFIRM EMAIL &
MAKE PAYMENT

04

COMPLETION

Completion

Transaction ID

A-202607-001155

Display/Hide Columns

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Car Lift	WAR, WAR MEMORIAL PARK	20

Showing 1 to 1 of 1 results

Rows per page 10

First

<

1

>

Last

Total

10

\$20

Close

Download Tax Invoice In PayBCA

Download Receipt In PayBCA

10. Owner can choose to download Tax Invoice or Receipt for safekeeping.

Note: Tax Invoice and Receipt can also be downloaded by following [Section 7.4](#)

3 Renew PTO equipment

The steps below outline the renewal process from the perspective of an Owner Representative. This is required when the equipment is about to reach its expiry and the Owner/Owner Representative wishes to keep it in operation. Do note that at the point of renewal the equipment must fulfil two conditions. (1) Equipment is expiring in 3 months; And (2) equipment is currently active. The main function of this process would be to make payment for the renewal. Using the system, multiple equipment of the same type may be selected to be renewed at the same time.

3.1 Initiating Renewal Process

The screenshot displays the 'Equipment List' dashboard. At the top, there are filters and action buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight summary cards for different equipment statuses, with a red circle '1' highlighting the '6 Equipment PTO Expiring in 3 months' card. Below the cards are action buttons: 'Renew PTO' (with a red circle '3'), 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A tooltip for the 'Renew PTO' button states: 'Any equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'. Below the buttons are filters: 'item(s) selected', 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is on the right. The main table has columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. A red circle '2' highlights the first row of the table, which is selected. The row data is: EQUIPMENT ID: L4, EQUIPMENT NO: pl pto, ADDRESS: 21, 04 Rochor Centre1 Rochor Road, aa, hor Centre1 Rochor Road, #02-604 Rochor Centre, 12 - 32, 212123, BLK: 21, STREET NAME: 04 Rochor Centre1 Rochor Road, aa, POSTAL CODE: 212123, BUILDING NAME: hor Centre1 Rochor Road, #02-604 Rochor Ce, ACTION: View, ...

1. Select the filter PTO expiring in 3 months
2. Select the equipments that requires renewal
3. Select renew PTO

Note:

When renewing a PTO, the equipment has to be within the renewal window period and has to have an active status.

Different equipment types (E.g. Lift and Escalator) are unable to be combined in one application.

The screenshot shows the 'Equipment List' page in the LEAP system. A pop-up dialog is displayed in the center, providing information about PTO renewal. The dialog text is as follows:

You are initiating PTO renewal for 1 equipment under a single application. The renewal fees will be computed based on this 1 equipment.

If you have more than 1 equipment for which PTO is to be renewed, you may wish to return to the "Equipment List" page to select all equipment before making one consolidated payment. A lower tier fee will be charged if you have more than 10 equipments per application.

No refund will be made once renewal has been initiated.

With the implementation of the Building Control (Fixed Installations) Regulations 2025, owners are required to generate the new PTO(s) through the LEAP system and display the new PTO(s) in their fixed installations after the existing PTO(s) expire.

The dialog has two buttons: "I Would Like To Return To Equipment List" and "I Wish To Proceed With The Initiation Of PTO Renewal". A red circle with the number '4' is next to the second button.

The background interface shows a table with columns: EQUIPMENT ID, EQUIPMENT NO, and ADDRESS. The first row is selected, showing EQUIPMENT ID L1003 and EQUIPMENT NO 24324. The table is filtered to show 1 result. The footer of the page includes the BCA logo and a statement: "The Building and Construction Authority (BCA) champions the development and transformation of the built environment sector, in order to improve Singapore's living environment. BCA oversees areas such as safety, quality, inclusiveness, sustainability and..."

Note:

Pop up dialog will be shown for your confirmation on the number of equipment and the fee that will be included in the application.

4. Click "I Wish to Proceed With Initiation of PTO Renewal" if you acknowledge the information and wish to proceed with the renewal application

Renewal

You are initiating PTO Renewal for
- 1 Car Lift L1025 at 9923ABCDEF Aaburnum Avenue Laburnum Avenues 123-12345 S123445 in the The Pastures The Pastures The Pastures The Pastures The Pastures 1 building, owned by Kirk

01 ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE 02 CONFIRM EMAIL & MAKE PAYMENT 03 COMPLETION

Selected equipment has/have valid SPE(s) and Contractor(s). Do you wish to update Maintenance Contractor and Test Contractor?

☐ Yes ☒ No

5

Declarations

☒ I, the owner of the fixed installation, hereby appoint the following for the purpose of my application to renew the permit to operate the fixed installation:

- 6 (a) the above fixed installation service contractor to examine, inspect and test the fixed installation within 3 months before the date the current permit to operate expires; and
(b) the above specialist professional engineer to supervise the appointed fixed installation service contractor's examining, inspecting and testing of the fixed installation.

7

[← Previous](#)[Back To Equipment List Page To Change Contractor](#)[Next →](#)

If the current SPE & Contractor assignments for the equipment is valid.

5. Select "No"
6. Tick declaration box
7. Click Next to proceed

Note:

Should you need to Change Contractor in the future not specific to renewal, please refer to [Section 6.2](#).

Should you need to Change SPE in the future not specific to renewal, please refer to [Section 6.3](#)

Renewal (Application ID: A-202509-000571)

You are initiating PTO Renewal for
- 1 Cargo Lift L57 at Hill Street 1-12B S123456 in the Hill Estate building, owned by LTA

01 ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

SPE/Maintenance/Test Contractor has/have not been assigned to the following equipment. Please assign the Contractor in the table below.
1) Equipment No CL01, Equipment ID L57, installed at Hill Street, Hill Estate, 1 - 12B, 123456

III Display/Hide Columns Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	SPE	TEST CONTRACTOR
L57	CL01	Hill Street, Hill Estate, 1 - 12B, 123456	Select an option a	Select an option

Showing 1 to 1 of 1 results Rows per page 10 First < 1 > Last

Update SPE/Contractor

← Previous Back To Equipment List Page To Change Contractor Next →

If any of the assignments for the SPE or Contractor are invalid, an notification message will be displayed.

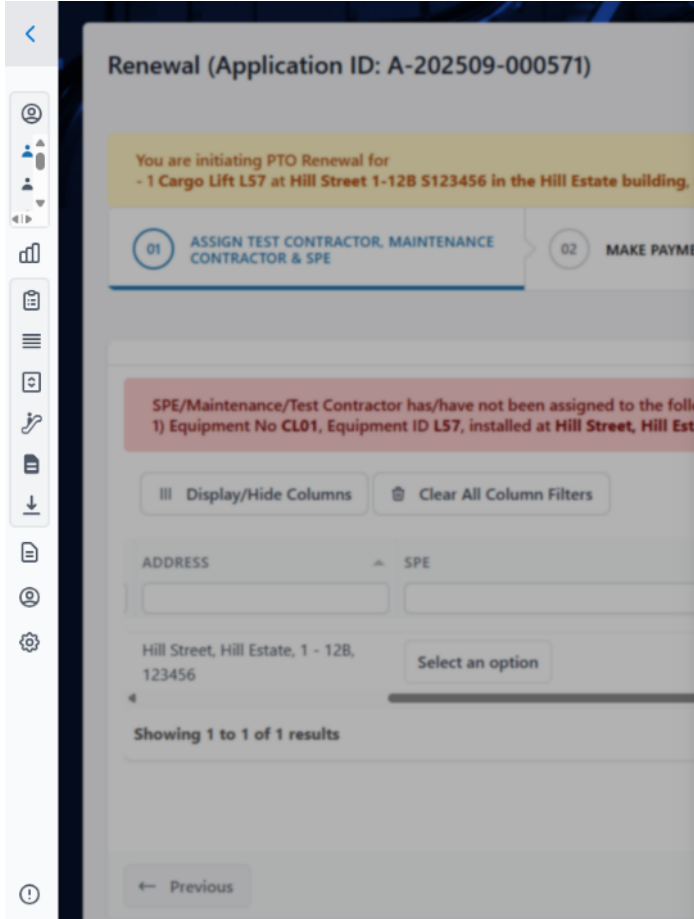
To assign the SPE or Contractor for the equipment:

5.a Click the “Select an option” button to assign SPE/Contractor for each equipment

5.b Assign SPE/Contractor by clicking the dropdown list

5.c Click Save

5.d After all assignments have been selected, click “Update SPE/Contractor”



Select Maintenance Contractor

Please select Maintenance Contractor for Equipment L57:

Maintenance Contractor b

Cancel Save c

SPE/Maintenance/Test Contractor has/have not been assigned to the following equipment. Please assign the Contractor in the table below.

1) Equipment No **CL01**, Equipment ID **L57**, installed at **Hill Street, Hill Estate, 1 - 12B, 123456**

III Display/Hide Columns

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	SPE	TEST CONTRACTOR
L57	CL01	Hill Street, Hill Estate, 1 - 12B, 123456	TEST SPE 1 ID : 1234	Contractor_BTj2BtG

Showing 1 to 1 of 1 results

Rows per page 10

First < 1 > Last

← Previous

Back To Equipment List Page To Change Contractor

Next →

d Update SPE/Contractor

Renewal (Application ID: A-202603-001260)

✓ Renewal application has been created successfully

You are initiating PTO Renewal for
- 1 Car Lift L1025 at 9923ABCDEF Aaburnum Avenue Laburnum Avenues 123-12345 S123445 in the The Pastures The Pastures The Pastures The Pastures The Pastures 1 building, owned by Kirk



ASSIGN TEST CONTRACTOR, MAINTENANCE
CONTRACTOR & SPE



CONFIRM EMAIL & MAKE PAYMENT



COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email *

Verified

ezra_tan+2@tsp.dev



Update

7

Print To PDF

Clear All Column Filters

7. If Owner Representative wishes to update Contact Details, click on "Update". If not, proceed to Step 11

✓ OTP Sent

9

You are initiating PTO Renewal for
- 1 Car Lift L1025 at 9923ABCDEF Aaburnum Avenue Laburnum Avenues 123-12345 S123445 in the The Pastures The Pastures The Pastures The Pastures The Pastures 1 building, owned by Kirk

✓ ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE

02 CONFIRM EMAIL & MAKE PAYMENT

03 COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email *

8

Send OTP

Validate

10

OTP has been sent. Resend OTP in 1:56

Required

Email Verification!

Please click on "Send OTP" to get a One Time Password to verify your email.
Please wait for a few minutes and check your inbox, junk or spam folder.

Update

8. Edit email address and click "Send OTP"
9. A success message will appear at the top indicating "OTP Sent"
10. Check inbox for OTP and enter and click "Validate OTP"

Note:

There will be a countdown timer of 2 minutes before "Resend OTP" button is enabled.

The OTP may arrive in a few minutes time, and will expire in 3 hours.

Once email is verified, you will see a success message "Email Verified".

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS
L1025	Car Lift	9923ABCDEF, Aaburnum Avenue Laburnum Avenues, The Pastures The Pastures The Pastures The Pastures The Pastures 1, 123 - 12345, 12344

Showing 1 to 1 of 1 results

Rows per page

10

First

<

1

>

Last

Total Amount

\$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Previous

Cancel

11

Proceed To Payment

11. Click Proceed to payment

Refer to [Section 2](#) for payment steps.

3.2 Making payment for Renewal equipment

If the Owner Representative wishes to pay the renewal fee of an equipment or for equipment that renew requests have already been initiated but is pending payment, the process would be as follows. Do note that the selected equipment must be currently active as well as be expiring in 3 months. As Renewal of PTO is not a linear process, the user can pay renewal fee after he has initiated renewal before. Using the system, multiple equipment may be selected to be renewed at the same time.

The screenshot displays the 'Equipment List' dashboard. At the top, there are summary cards for various equipment statuses: 413 Equipment (PTO Expiring in 3 months), 0 Equipment (Full Load Test window open), 0 Equipment (No contractor for less than 1 month), 1 Equipment (No contractor for more than 1 month), 7 New Equipment (Ongoing New PTO application), 3 Equipment (Ongoing Recommissioning), 10 Equipment (Suspension Request), and 1484 Applications Assigned to me. Below these cards are buttons for 'Renew PTO', 'Pay Renewal Fee' (highlighted with a red circle and a tooltip stating 'Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar is located on the right. The main table lists equipment with columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row (L287) is highlighted in blue and shows a PTO expiry date of 31/05/2023 and a status of 'Pending SPE Inspection'. The second row (L229) shows a PTO expiry date of 31/03/2024 and a status of 'Complete'.

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list that requires the renewal fee
3. Select pay renewal fee

Note:

If you do not have an ongoing renewal application and PTO expiry date is 3 months from today, please click "Renew PTO" instead. (Refer to [Section 3.1](#))

Renewal (Application ID: A-202412-013812)

✓ Renewal application has been created successfully

You are initiating PTO Renewal for
- 1 Passenger Lift LS49 at 34 Hill View, owned by

✓ ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
LS49	Passenger Lift	34, Hill View, 21	20

Showing 1 to 1 of 1 results

Rows per page 10 First < 1 > Last

Total Amount

\$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous

Cancel

Proceed To Payment →

4. Proceed to payment

Refer to [Section 2](#) for payment steps.

4

3.3 Change equipment expiry date

When an owner would like to change its expiry date, you can do so via the following steps. Do note that the selected equipment must be active. In the equipment list, equipment with expiry dates highlighted in red expire within 1 month, while those in yellow expire within 3 months. Using the system, multiple equipment may be selected to change the expiry date.

The screenshot shows the 'Equipment List' page. Step 1 points to the side navigation bar. Step 2 points to a table row for equipment 'EN-89632-932885'. Step 3 points to the 'Other Actions' dropdown menu. Step 4 points to the 'Change Expiry Date' option within that menu. The table below shows the data for the selected equipment.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	AF	ACTION
EN-89632-932885	234234	bik7654500, pink purple	purple street	N/A	N/A	N/A	N/A	N/A	N	View
EN-69587-051345	234234	bik7654500, pink purple street, 5	bik7654500 pink purple street	N/A	N/A	N/A	N/A	N/A	N	View

1. Begin by selecting the equipment list from the side bar
2. Then select the desired equipment(s) from the equipment list.
3. Select other actions
4. Select change expiry date

This would take you to the next screen

Change Expiry Date

List of selected equipment

Select the expiry date to be applied for all equipment. You can individually change the dates in the table. You can only change to an earlier date from the current expiry date.

5 30/04/2024

LOCATION	EQUIPMENT ID	CURRENT EXPIRY DATE	EQUIPMENT STATUS	EQUIPMENT TYPE	ACTION
3, Simei Street, 528833	L287	30/04/2024	Active	Service Lift	Remove

Cancel Save 6

Owner Representatives may change the expiry date for all equipment selected.

Do note that the equipment's expiry date can only be changed to the last date of a particular month.

5. Change new expiry date

6. Save

A success message will appear confirming that the change has been completed.

4 New PTO application

One of the main actions that is required by the owner is to accept newly assigned equipment. In this case, selected equipment must fulfil two conditions. It must be a new PTO and its status should be pending.

PTO Application List

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
28/04/2023	Renewal PTO	A-202304-011738		View
28/04/2023	Renewal PTO	A-202304-011737		View
28/04/2023	New PTO	A-202304-011736		View
26/04/2023	Renewal PTO	A-202304-011673		View
26/04/2023	New PTO	A-202304-011654		View
26/04/2023	Renewal PTO	A-202304-011629		View
25/04/2023	Renewal PTO	A-202304-011601		View
25/04/2023	New PTO	A-202304-011575		View
25/04/2023	Recommission PTO	A-202304-011574		View
24/04/2023	Renewal PTO	A-202304-011552		View

Showing 1 to 10 of 1000 results

Rows per page 10

First < 1 2 3 4 5 > Last

1. Begin by selecting PTO Application List from the sidebar

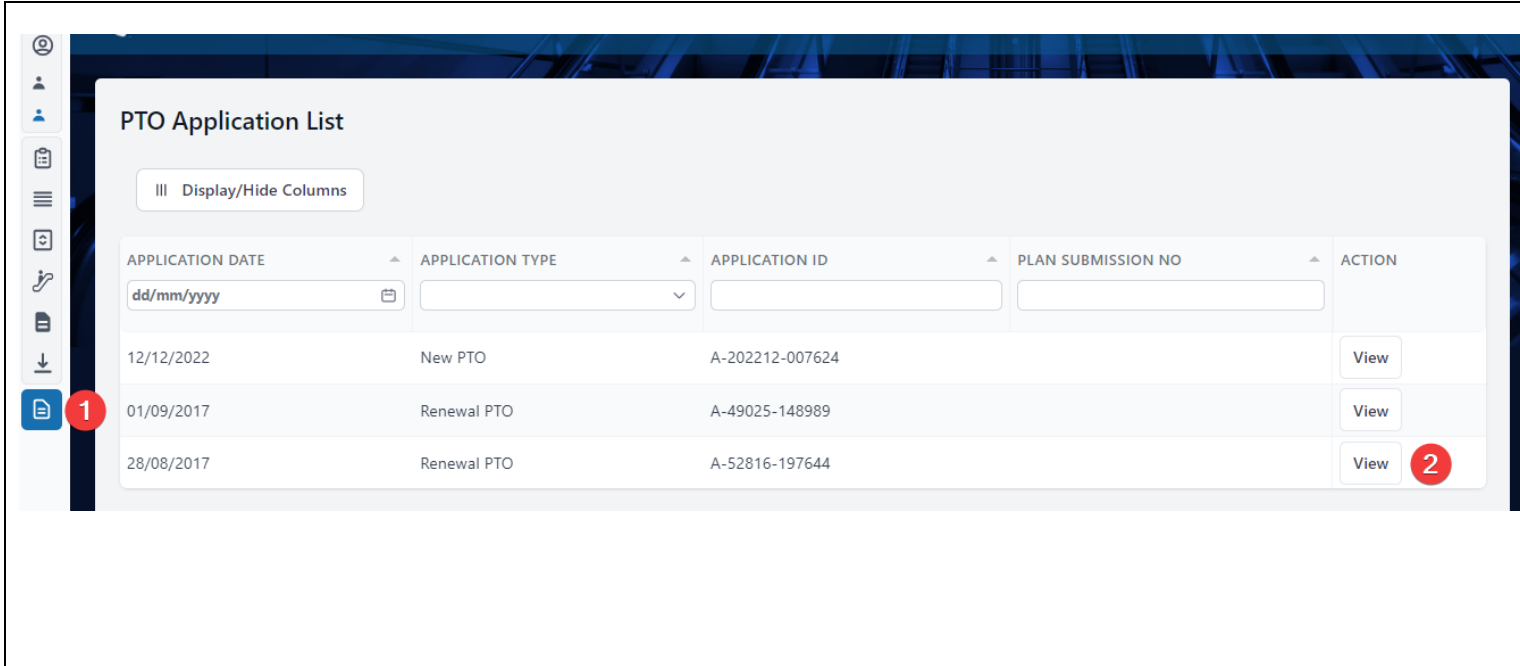
2. Then select view for desired equipment

This will then take you to the next screen that shows the individual application.

Note:

Different equipment types (E.g. Lift and Escalator) are unable to be combined in one application.

4.1 Accepting assigned equipment for New PTO application



PTO Application List

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy				
12/12/2022	New PTO	A-202212-007624		View
01/09/2017	Renewal PTO	A-49025-148989		View
28/08/2017	Renewal PTO	A-52816-197644		View

1. Select PTO Application List from the sidebar
2. Select view for desired equipment

3. Next click on view equipment

PTO Application List

Application ID: A-202303-007110
Application Date: 02/03/2023
Application Type: New PTO

[Export As PDF](#)

0 item(s) selected

☐	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DAT	ACTION
☐	A-202303-007110	77	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023	View Equipment Print past receipt

UPS Model	N/A	Capacity	N/A	Machine room/Machine Roomless	Machine room
Rated Load	33 kg	Rated Speed	33 m/s	Cabin Height	33 mm
Cabin Breadth	33 mm	Cabin Length	33 mm		

Applicable Standard(s) **4**

CODE OF STANDARD	REMARKS	APPLICATION TYPE
Any other lift: SS 550:2009		New PTO

[Show less](#) ^

Remarks

[Route Back To SPE](#) **5** [Accept](#)

4. Scroll down to bottom of the page
5. Select “Accept”

4.2 Rejecting assigned equipment for New PTO application

Owners can also reject equipment that has been assigned. In this case, selected equipment must fulfil two conditions. Its application status must indicate pending, and the application type must be a new PTO. Do note that as long as owner did not accept the equipment and make payment, this New PTO application will not be ready for BCA processing.

PTO Application List

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
28/04/2023	Renewal PTO	A-202304-011738		View
28/04/2023	Renewal PTO	A-202304-011737		View
28/04/2023	New PTO	A-202304-011736		View
26/04/2023	Renewal PTO	A-202304-011673		View
26/04/2023	New PTO	A-202304-011654		View
26/04/2023	Renewal PTO	A-202304-011629		View
25/04/2023	Renewal PTO	A-202304-011601		View
25/04/2023	New PTO	A-202304-011575		View
25/04/2023	Recommission PTO	A-202304-011574		View
24/04/2023	Renewal PTO	A-202304-011552		View

Showing 1 to 10 of 1000 results

Rows per page: 10

First < 1 2 3 4 5 > Last

1. Select PTO Application List from the sidebar
2. Select view for desired equipment

3. Click on view equipment

The screenshot displays the 'PTO Application List' interface. At the top, there is a summary box with the following details:

- Application ID: A-202303-007110
- Application Date: 02/03/2023
- Application Type: New PTO

Below this, there is an 'Export As PDF' button and a status '0 item(s) selected'. A table lists the application details:

☐	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DAT	ACTION
☐	A-202303-007110	77	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023	View Equipment Print past receipt

The 'View Equipment' button is highlighted with a red circle containing the number 3, indicating the step to click on it.

<

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📄

📁

⚙️

⌚

🔌

ARD Brand
N/A

UPS Model
N/A

Rated Load
33 kg

Cabin Breadth
33 mm

Applicable Standard(s)

CODE OF STANDARD
Any other lift: SS 550:2009

REMARKS

Remarks

ARD Model
N/A

Capacity
N/A

Rated Speed
33 m/s

Cabin Length
33 mm

UPS Brand
N/A

Machine room/Machine Roomless
Machine room

Cabin Height
33 mm

4

5

6

Route Back To SPE

Accept

4. Scroll down to bottom of the page

5. Add remarks

6. Select Route Back To SPE

This sends the equipment that has been assigned to the owner back to the SPE with the remarks explaining the reason for rejection.

4.3 Making payment for new PTO application

PTO Application List

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
27/01/2023	New PTO	A-202301-008166		View 1
27/01/2023	Renewal PTO	A-202301-008165		View
27/01/2023	New PTO	A-202301-008163		View
27/01/2023	Renewal PTO	A-202301-008162		View
27/01/2023	New PTO	A-202301-008161		View

PTO Application List

Application ID: A-202303-008777
Application Date: 20/03/2023
Application Type: New PTO

Export As PDF

0 item(s) selected

	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PAYMENT	ACTION
☐	A-202303-008777	blk50005, street 33, 312312	Pending Payment	New PTO	Civic, Community & Cultural Institutions	20/03/2023	20/03/2023	Pending	Review 2

METHOD 1

1. From the PTO Application List page, select View
2. Select Review

Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application **1**

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Commence New PTO Other Actions Export Selected Records To Excel

55 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
2	1	1	N/A	1	N/A	N/A	N/A	N/A	Pending Payment	Review
☐	N/A	KY05	Yangio Street	N/A	Yangio Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
☐	N/A	girotest	123	N/A	123	N/A	N/A	N/A	Pending Amendment By SPE	View ...
☐	N/A	test7	1	N/A	1	N/A	N/A	N/A	Pending Payment	View ...
☐	N/A	KY02	Loyang Street	N/A	Loyang Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
☐	N/A	KY01	Sims1	N/A	Sims1	N/A	N/A	N/A	Pending SPE Inspection	View ...
☐	N/A	c	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...
☐	N/A	15	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...

METHOD 2

1. From the Equipment List page, select smart filter that indicates ongoing new PTO application
2. Select equipment
3. Select Commence New PTO

Making payment

Resume PTO Application

01 REVIEW 02 ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

Review

EQUIPMENT ID ^	EQUIPMENT NO ^	ADDRESS ^	BLK ^	STREET NAME ^	POSTAL CODE ^	BUILDING NAME ^	EQUIPMENT STATUS ^	EQU ACTION
N/A	pl23234	blk233ff, file uploadong	blk233ff	file uploadong	N/A	N/A	Accepted By Owner	Car Review

← Previous Next 4

4. Select Next after reviewing equipment

Resume PTO Application

✓ REVIEW

02 ASSIGN CONTRACTORS

03 CONFIRM EMAIL & MAKE PAYMENT

04 COMPLETION

Assign Contractors

Test Contractor

Powlowski, Ledner and Abernathy testtest || ID : F6835124F

Maintenance Contractor *

9G ELEVATOR PTE LTD || ID : T18SS0001A

Installation Contractor *

9G ELEVATOR PTE LTD || ID : T18SS0001A

SPE

Sushi: Best Friend of Hasani || ID : 49

Declarations

☒ I, the owner of the fixed installation, hereby appoint the following for the purpose of my application for a permit to operate the fixed installation:
(a) the above fixed installation works contractor to examine, inspect, test and commission the fixed installation; and
(b) the above supervisor QP to supervise the fixed installation works contractor's examining, inspecting, testing and commissioning of the fixed installation.

☒ I, the owner of the fixed installation, declare that I have obtained the maintenance control plan from the appointed fixed installation service contractor for this fixed installation.

← Previous

Next →

5. Select maintenance contractor

6. Select installation contractor

7. Select next

Note:

Test Contractor, Installation Contractor will be selected by SPE before routing this New PTO application to Owner. Hence, it is disabled.

If you wish to reassign, please refer to [Section 6.2 Change Contractor](#)

SPE field cannot be edited as well.

For re-assignment of SPE, please refer to [Section 6.3 Changing of SPE](#) for selected equipment

Resume PTO Application

✓ New contractor has been assigned to the equipment

✓ REVIEW

✓ ASSIGN CONTRACTORS

03 CONFIRM EMAIL & MAKE
PAYMENT

04 COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on "**Update**" if there is a change to the registered email address of the owner.

Email *

Verified

ezra_tan+22@tsp.dev

Update

8

Confirm Email & Make Payment

Print To PDF

Clear All Column Filters

8. If Owner Representative wishes to update Contact Details, click on "Update". If not, proceed to Step 12

Resume PTO Application

✔ OTP Sent

10

✔ REVIEW

✔ ASSIGN CONTRACTORS

03 CONFIRM EMAIL & MAKE
PAYMENT

04 COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email *

ezra_tan+223@tsp.dev

9

Send OTP

Verification Code

Validate

11

OTP has been sent. Resend OTP in 1:55

Required

Email Verification!

Please click on "Send OTP" to get a One Time Password to verify your email.
Please wait for a few minutes and check your inbox, junk or spam folder.

🔄 Update

9. Edit email address and click "Send OTP"

10. A success message will appear at the top indicating "OTP Sent"

11. Check inbox for OTP and enter and click "Validate OTP"

Note:

There will be a countdown timer of 2 minutes before "Resend OTP" button is enabled.

The OTP may arrive in a few minutes time, and will expire in 3 hours.

Once email is verified, you will see a success message "Email Verified".

Confirm Email & Make Payment

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
N/A	Car Lift	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	20

Showing 1 to 1 of 1 results

Rows per page 10

First < 1 > Last

Total Amount\$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Payments are made via PayBCA. Click 'Proceed to Payment' to access the portal.

GIRO users may make payments for renewal, new, and recommissioning applications in PayBCA. Upon successful deduction, the payment status will be automatically updated in LEAP. GIRO users no longer need to initiate payments before the PTO expiry month.

Previous

12

Proceed To Payment

12. Click Proceed to Payment

Refer to [Section 2](#) for payment steps.

5 Recommission PTO application

The recommission process begins after the equipment is suspended. This can be done either by Owner Representative manually suspending the equipment, or automatically by the system for the expired equipment. The SPE is required to initiate the recommission process.

The screenshot shows the 'Equipment List' page. A sidebar on the left contains a list of equipment categories. The main area displays a grid of equipment status cards. Below these cards is a table of equipment records. A red circle '1' points to the sidebar. A red circle '2' points to a selected row in the table. A red circle '3' points to the 'Other Actions' dropdown menu. A red circle '4' points to the 'Suspend' option within this menu.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	AF ACTION
EN-89632-932885	234234	bik7654500, pink purple	purple street	N/A	N/A	N/A	N/A	N/A	N View ...
EN-69587-051345	234234	bik7654500, pink purple street, 5	bik7654500 pink purple street	N/A	N/A	N/A	N/A	N/A	N View ...

1. Select equipment list from sidebar
2. Select equipment with status "Active"
3. Select other actions
4. Select suspend

Note: Different equipment types (E.g. Lift and Escalator) are unable to be combined in one application.

Suspend

Start Date

1

13/03/2026

Type of A/R works *

2

- ☐ Increasing the available car area.
- ☐ Adding a car entrance.
- ☐ Add a landing entrance.
- ☐ Changing the brake system.
- ☐ Changing the car mass by 5% or more.
- ☐ Changing the type of drive system.
- ☐ Changing the rated load.
- ☐ Changing the rated speed.
- ☐ Changing the travel distance.
- ☐ Changing the ascending car overspeed protection means.
- ☐ Changing the buffer.
- ☐ Changing the car bottom clearances and overhead clearances.
- ☐ Changing the door locking device type.

Specialist Professional Engineer (SPE)

3

The Mighty Mrubensm || ID : 44

Plan Submission is required?

4

☐ Yes ☒ No☒ I declare that no plan submission is required for this equipment.

5

Clear All Column Filters

EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING NAME ▲	EQUIPMENT STATUS ▲	EQUIPMEN
L1056	oi3209845	awan	N/A	awan	N/A	N/A	• Active	Service Lif

Showing 1 to 1 of 1 results

Rows per page 10 ▼

First

<

1

>

Last

6

Cancel

Save

1. Select start of suspension date
2. Select Type of A/R works
3. Select SPE
4. Select Yes or No for Plan submission requirement
5. Check declaration
6. Select Save

Note:

The selection of A/R works can be non-mutually exclusive.

As part of the next step, the SPE then retrieves the QR code and begins to initiate the recommission process.

Owner Representative will be involved next to commence Recommission PTO, assign Contractors and make payment.

1. Select ongoing recommission filter
2. Select equipment for recommission
3. Select commence recommission PTO

Recommission PTO Application

You are initiating PTO Recommission for the following equipment:
- Service Lift L1056 at awan

- 01 ASSIGN CONTRACTORS 02 CONFIRM EMAIL & MAKE PAYMENT 03 COMPLETION

Assign Contractors

Test Contractor

9G ELEVATOR PTE LTD || ID : T18SS0001A

Maintenance Contractor *

4

9G ELEVATOR PTE LTD || ID : T18SS0001A

SPE

The Mighty Mrubensm || ID : 44

Declarations

5

- ☐ I, the owner of the fixed installation, hereby appoint the following for the purpose of my application for a permit to operate the fixed installation:
- (a) the above fixed installation works contractor to examine, inspect, test and commission the fixed installation; and
 - (b) the above supervisor QP to supervise the fixed installation works contractor's examining, inspecting, testing and commissioning of the fixed installation.
- ☐ I, the owner of the fixed installation, declare that I have obtained the maintenance control plan from the appointed fixed installation service contractor for this fixed installation.

6

Next →

4. Assign contractors by clicking the dropdown list
5. Tick declaration boxes
6. Click "Next"

Recommission PTO Application

🕒 New contractor has been assigned to the equipment

You are initiating PTO Recommission for the following equipment:
- Service Lift L1056 at awan

✓ ASSIGN CONTRACTORS

02 CONFIRM EMAIL & MAKE PAYMENT

03 COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email *

Verified

ezra_tan+223@tsp.dev

7
🔄 Update

7. If Owner Representative wishes to update Contact Details, click on "Update". If not, proceed to Step 11

Recommission PTO Application

✔ OTP Sent

9

You are initiating PTO Recommission for the following equipment:
- Service Lift L1056 at awan



ASSIGN CONTRACTORS

02

CONFIRM EMAIL & MAKE PAYMENT

03

COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email *

ezra_tan+2231@tsp.dev

8

Send OTP

Verification Code

Validate

10

OTP has been sent. Resend OTP in 1:58

Required

Email Verification!

Please click on "Send OTP" to get a One Time Password to verify your email.
Please wait for a few minutes and check your inbox, junk or spam folder.

Update

37dede11eb214012312026-03-13T08:35:48Z

8. Edit email address and click "Send OTP"

9. A success message will appear at the top indicating "OTP Sent"

10. Check inbox for OTP and enter and click "Validate OTP"

Note:

There will be a countdown timer of 2 minutes before "Resend OTP" button is enabled.

The OTP may arrive in a few minutes time, and will expire in 3 hours.

Once email is verified, you will see a success message "Email Verified".

Confirm Email & Make Payment

[Print To PDF](#)

[Clear All Column Filters](#)

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
N/A	Car Lift	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	20

Showing 1 to 1 of 1 results

Rows per page 10 First < 1 > Last

Total Amount **\$ 20**

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

1 Payments are made via PayBCA. Click 'Proceed to Payment' to access the portal. GIRO users may make payments for renewal, new, and recommissioning applications in PayBCA. Upon successful deduction, the payment status will be automatically updated in LEAP. GIRO users no longer need to initiate payments before the PTO expiry month.

[← Previous](#) **11** [Proceed To Payment →](#)

11. Click “Proceed To Payment

Refer to [Section 2](#) for payment steps.

6 Reactivating terminated equipment

To reactivate a terminated equipment, Owner Representative will have to submit a request and seek BCA assistance to reinstate the equipment.

1. Search for equipment with terminated equipment status

The screenshot shows the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar is located on the right. The main table displays equipment records with columns for 'BUILDING NAME', 'PTO EXPIRY DATE', 'NEXT FULL LOAD TEST EXPIRY DATE', 'APPLICATION STATUS', 'APPLICATION TYPE', 'EQUIPMENT STATUS', 'INSPECTION STATUS', 'APPLICATION ID', 'DATE OF APPLICATION', and 'MAINTENANCE ACTION'. A red circle with the number 1 highlights the 'Terminated' status in the 'EQUIPMENT STATUS' column of the first row.

BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DATE OF APPLICATION	MAINTENANCE ACTION
	dd/mm/yyyy	dd/mm/yyyy			Terminated			dd/mm/yyyy	
	23/10/2022	N/A	Complete	Renewal PTO	Terminated	N/A	A-23828-871259	02/07/2017	N/A View ...

2. Click on View to enter the Equipment Details page. Scroll to the bottom and click on more action and click Reactivate

Applicable Standard(s)

 No Data Available[Show less](#) ^

PAST APPLICATIONS

(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

 Export As Excel Export As PDF

0 item(s) selected

☐	APPLICATION TYPE ^	APPLICATION ID ^	SUBMISSION DATE ^	APPLICATION STATUS ^
			dd/mm/yyyy	
☐	Renewal PTO	A-20590-111242	14/08/2017	Complete

Reactivate

2

More Actions ^

3. Click Save

Reactivate

Equipment ID EN-41695-717567	Equipment Type Home Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID Kirk Leuschky, *****492N	PTO Expiry Date 13/01/2023	Equipment Status Terminated
Testing Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD, G4404050L	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Alma Klein, 7	LEI, ID N/A	Commissioning Date N/A

[Show more](#) ▾

Upload proof



Upload a file or drag and drop

Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.

Remarks

Cancel

Save

3

4. Application Type will be updated to the status of Reactivation

After BCA resumes the equipment to reactivate it, there are various scenarios to determine the updated equipment status.

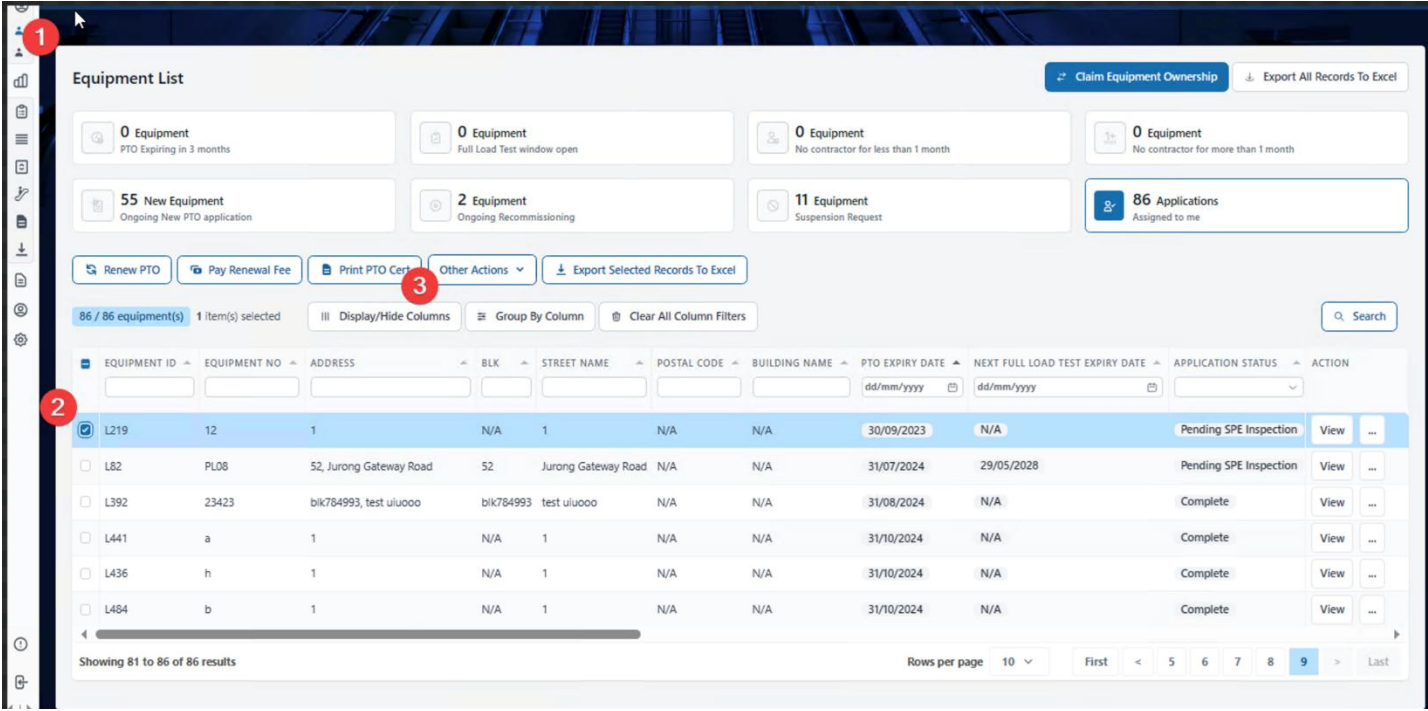
1. Equipment will be **Active** if it was originally Active prior to termination, and equipment is still within permit validity at the point of resumption.
2. Equipment will be **Suspended** if it was originally Active prior to termination, but equipment has passed expiry date at the point of resumption.
3. Equipment will be **Suspended** if it was originally suspended prior to termination, even if date of resumption is before PTO expiry date.
4. Equipment will be **Suspended** if equipment PTO is expired (i.e., Equipment is suspended) prior to termination.

7 Existing equipment

7.1 Print PTO Certificate

PTO certificates are required to be displayed near the equipment. When intending to print the PTO certificate of equipment, note that the equipment must be currently active. **Multiple equipment may be selected for the printing of PTO certs.**

7.1.1 Print PTO Certificate for less than 25 equipment selected



The screenshot shows the 'Equipment List' page. On the left sidebar, a red circle '1' points to the equipment list icon. In the main area, a table of equipment is shown with a red circle '2' pointing to the first row (L219). Above the table, a red circle '3' points to the 'Print PTO Cert' button. The table has columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row is selected, and the 'View' button in the Action column is visible. Below the table, it says 'Showing 81 to 86 of 86 results'.

1. Selecting the equipment list from the sidebar
2. Select the desired equipment(s) from the equipment list that requires the PTO certificate to be printed
3. Select the Print PTO Cert button and the file will be automatically downloaded on this page

7.1.2 Print PTO Certificate for 25 or more equipment selected

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these, a row of action buttons includes 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert' (highlighted with a red circle and number 3), and 'Export Selected Records To Excel'. A status bar indicates '86 / 86 equipment(s) 6 item(s) selected'. Below this is a table with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The table contains six rows of equipment data. The first row (L219) has a status of 'Pending SPE Inspection'. The second row (L82) also has a status of 'Pending SPE Inspection'. The third row (L392) has a status of 'Complete'. The fourth row (L441) has a status of 'Complete'. The fifth row (L436) has a status of 'Complete'. The sixth row (L484) has a status of 'Complete'. At the bottom, a pagination bar shows 'Showing 81 to 86 of 86 results' and a 'Rows per page' dropdown set to 10.

1. Select 25 or more equipment from the equipment list table using the checkbox
2. Select all the desired equipment from the equipment list that requires the PTO certificate to be printed
3. Select the Print PTO Cert button

<

PTO Certificate Requests

The PTO certificate generation might take a little while to process. Do note that the file will be downloaded as one zip file and each file within it will contain a maximum of 25 PTO certificates.

This Week (23/06/2023 - 30/06/2023)

5 / 5 request(s)

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
30/06/2023 23:48:37	Processing	N/A	Download
30/06/2023 23:47:03	Processing	N/A	Download
08/06/2023 14:50:32	Success	08/06/2023 14:55:25	Download
08/06/2023 14:49:03	Success	08/06/2023 14:51:07	Download
08/06/2023 14:45:48	Success	08/06/2023 14:46:49	Download

Historical Records

5 / 5 request(s)

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
30/06/2023 23:48:37	Processing	N/A	Download
30/06/2023 23:47:03	Processing	N/A	Download
08/06/2023 14:50:32	Success	08/06/2023 14:55:25	Download
08/06/2023 14:49:03	Success	08/06/2023 14:51:07	Download
08/06/2023 14:45:48	Success	08/06/2023 14:46:49	Download

For older items/records, please contact admin

4. You will be redirected to a new page. The bulk request will take some time. Click the download button once the request status is "Success".

7.2 Change Contractor

If there is a need for change, the Owner Representative can assign the Test Contractor by going through the following change contractor flow which will require the Owner Representative to current Test Contractor. This process will also allow for a change in Maintenance Contractor and the required Start Date. Owner Representatives can choose to upload proof of change in order to execute the desired change. Multiple equipments may be selected for change of contractor at the same time.

The screenshot displays the LEAP 'Equipment List' interface. The sidebar on the left contains navigation links: Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area shows a summary of equipment status (5 Equipment, 0 Equipment, 0 Equipment, 1 Equipment) and a table of equipment details. A red circle 2 highlights the 'Equipment List' link in the sidebar. A red circle 3 highlights the 'Other Actions' dropdown menu. A red circle 4 highlights the 'Change Contractor' option in the dropdown menu. The table below shows equipment details with columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pl2312	blk323da, test st		N/A	N/A	N/A	N/A	N/A	N/A	Rej View
EN-21729-113969	234234	blk7654500, pink purple	urple street	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111	w	111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pl23234j	blk233ff, file uploadong	loadong	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	blk7654500, pink purple street	blk7654500 pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	blk832xdf, testing payment issue	blk832xdf	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	blk832xdf, testing payment issue	blk832xdf	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pl3434	blkd23d, test	blkd23d	test	N/A	N/A	N/A	Pending Payment	New PTO	Rej View
N/A	123123	spech, test st	spech	test st	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View

Select equipment list from the sidebar

1. Begin by selecting the equipment list from sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select change contractor

This would take you to the next screen

1

Contractor Details

New Testing Contractor Name *

Select an option

New Testing Contract Start Date *

03/05/2023

Do you want to assign this contractor as owner representation as well?

☐ Yes

New Maintenance Contractor Name *

Select an option

New Maintenance Contract Start Date *

03/05/2023

Do you want to assign this contractor as owner representation as well?

☐ Yes

2

Upload proof of change

Upload a file or drag and drop

Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.

3

☐ I declare that the information submitted is true and accurate as at the date of submission.

Cancel

Update

4

Here Owner Representatives may input the new intended contractor for the equipment selected. Owners can also decide to assign the new contractor as owner representation moving forward.

1. Select the new testing and maintenance contractor, as well as their start dates
2. Upload proof of change
3. Check the declaration box
4. Select Update

A successful message will appear confirming that the contractor details have been changed

7.3 Changing SPE for selected equipment

Owner Representative can change the current SPE by following process outlined below.

The screenshot shows the LEAP Equipment List interface. The left sidebar contains navigation links: Profile, Dashboard, Equipment List, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area displays a summary of equipment status and a table of equipment details. Red circles with numbers 1 through 4 highlight the steps to change the SPE:

1. Select the 'Equipment List' link in the sidebar.
2. Select the 'All' filter in the equipment list.
3. Select the 'Other Actions' dropdown menu.
4. Select the 'Change SPE' option from the dropdown menu.

The equipment list table shows columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. The table contains several rows of equipment data, including details for equipment with IDs like EN-21729-113969, N/A, 7842 TC1, and others.

1. Begin by selecting the equipment list from sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select change SPE

This would take you to the next screen

Assign SPE

EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING NAME ▲	EQUIPMENT STATUS ▲
EN-15639-808392	N/A	3, Ridgeway, molestie lorem quisque, 766 - vimuw, 850496	3	Ridgeway	850496	molestie lorem quisque	Suspended

Specialist Professional Engineer (SPE)

Betty Blick || ID : 32 5

Cancel Save 6

5. Select SPE dropdown box to change SPE

6. Select save

A successful message will appear confirming that the SPE has been changed

Note:

If there is no change in the SPE, the Save button will not be enabled and greyed out.

7.4 Tax Invoice and Receipt

After completing payment ([Section 2](#)), owners may also download Tax Invoice and Receipt for safekeeping or physical documentation when required by following the steps outlined below.

The screenshot shows the 'Equipment List' dashboard. At the top, there are summary cards for various equipment statuses. Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table lists equipment with columns for ID, NO, ADDRESS, NAME, and POST ACTION. One item is selected. A red circle '1' highlights the selection checkbox. A red circle '2' highlights the 'Other Actions' dropdown menu, which is open, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Download Tax Invoice', 'Download Receipt', and 'Renew PTO'. A red circle '3' highlights the 'Download Tax Invoice' and 'Download Receipt' options, which are enclosed in a red box. At the bottom, there is a pagination bar showing 'Showing 1 to 1 of 1 results'.

1. Begin by selecting the equipment(s) from the equipment list. You can perform filtering to get the equipment(s) that require the documents
2. Select “Other Actions”
3. Select the desired document to download (Tax Invoice and/or Receipt)

Check the downloads within your browser.

Equipment List

[Claim Equipment Ownership](#)[Export All Records To Excel](#)**8 Equipment**
PTO Expiring in 3 months**0 Equipment**
Full Load Test window open**0 Equipment**
No contractor for less than 1 month**13 Equipment**
No contractor for more than 1 month**492 New Equipment**
Ongoing New PTO application**175 Equipment**
Ongoing Re-commissioning**1115 Equipment**
Suspension Request**1747 Applications**
Assigned to me[Renew PTO](#)[Pay Renewal Fee](#)[Print PTO Cert](#)[Other Actions](#) ▾[Export Selected Records To Excel](#)

1 / 1747 equipment(s) 1 item(s) selected

[Display/Hide Columns](#)[Group By Column](#)[Clear All Column Filters](#)[Search](#)

EQUIPMENT ID ▲

EQUIPMENT NO ▲

ADDRESS ▲

BLK ▲

STREET NAME ▲

POST ACTION



war

2



N/A

PL7812675

WAR, WAR MEMORIAL PARK

N/A

WAR

N/A

View

...

Showing 1 to 1 of 1 results

Rows per page

10 ▾

First

<

1

>

Last

If you wish to download documents from an equipment's past application:

1. Search for the equipment from the equipment list table
2. Select "View" to go to the Equipment Detail Page

APPLICATION TYPE CODE OF STANDARD REMARKS

Showing 1 to 2 of 2 results Rows per page 10 ▾ First < 1 > Last

[Show less](#) ^

4

PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

3

Clear All Column Filters

DATE dd/mm/yyyy	PAYMENT ID	PAYMENT METHOD	PAYMENT STATUS	ACTION
16/04/2026	PR-202604-009713	PaySG	Paid	Tax Invoice Receipt
24/02/2026	PR-202602-009495	Credit Card	Paid	Receipt
23/02/2026	PR-202602-009485	PaySG	Paid	Tax Invoice Receipt

5

Showing 1 to 3 of 3 results Rows per page 10 ▾ First < 1 > Last

More Actions ^

3. Scroll down the page

4. Select "Payment History" Tab

5. Find the desired row of payment record and download the Tax Invoice or Receipt accordingly

Check the downloads within your browser.

For older equipment, only equipment that has been created, renewed or recommissioned via LEAP has receipts on LEAP. For older receipts (equipment adjusted using OPTO) please contact BCA for the receipts. An error will be shown when trying to print older receipts via the LEAP platform.

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, the 'Equipment List' menu item is highlighted with a red circle and the number 1. The main content area shows a summary of equipment status: 5 Equipment (PTO Expiring in 3 months), 0 Equipment (Full Load Test window open), 0 Equipment (No contractor for less than 1 month), and 1 Equipment (No contractor for more than 1 month). Below this, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Export Selected Records To Excel'. A table of equipment is displayed with columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, T NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A red circle with the number 2 is placed over the 'Equipment List' sidebar item. A red circle with the number 3 is placed over the 'Other Actions' dropdown menu. A red circle with the number 4 is placed over the 'Print Past Receipt' option in the dropdown menu.

Note: If an Owner Representative selects many equipment to print at once, there might be a pop up within your Web Browser that asks you to click allow multiple downloads. Do note that it will be downloaded as 1 PDF for 1 receipt. (Therefore if 3 equipment are selected, there will be 3 PDFs downloaded).

1. Begin by selecting the equipment list from the sidebar. You can filter to get the equipment(s) that require the receipts.
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select print past receipt

Check downloads within your browser

Note:

If payment was done by Owner Representative, the payee name will be Owner Representative's name.

7.5 Suspend equipment

Owner may decide to suspend equipment that is still valid. Do note that the selected equipment must still be of an active status. In this instance, Owner may suspend multiple equipment at the same time. Owners can suspend equipment with effect from today or a future suspension.

The system will automatically suspend the equipment if the renewal application is not completed by the expiry date. This auto-suspension will occur on the 15th of the month following the expiry date. For example, if the Permit to Operate (PTO) expired on July 31 and the equipment is not renewed by that date, the system will automatically suspend the equipment on the subsequent August 15.

The screenshot shows the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation options like Dashboard, Equipment List, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main area displays a summary of equipment status (e.g., 5 Equipment PTO Expiring in 3 months, 123 New Equipment, 109 Equipment Commissioning, 1068 Equipment Suspension Request) and a table of equipment details. A context menu is open over the table, showing actions like Change Expiry Date, Change Contractor, Change SPE, Transfer Ownership, Assign Representative, Suspend, Print Past Receipt, and Renew PTO. Red callouts are placed on the interface: 1 points to the Equipment List in the sidebar; 2 points to the '1241 / 1241 equipment(s)' header; 3 points to the 'Other Actions' dropdown; and 4 points to the 'Suspend' option in the context menu.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	EQUIPMENT NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pl2312	bik323da, test st		N/A	N/A	N/A	N/A	N/A	N/A	* Rej View ...
EN-21729-113969	234234	bik7654500, pink purple		N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	* Act View ...
N/A	7842 TC1	Block New, Str New, - New9, 111111		111111	Bld New	N/A	N/A	Pending Payment	New PTO	* Act View ...
N/A	pl23234j	bik233ff, file uploadong		N/A	loadong	N/A	N/A	Pending SPE Inspection	New PTO	* Act View ...
EN-39143-600505	234234	bik7654500, pink purple street	bik7654500 pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	* Act View ...
N/A	7130-NewPTO	TC1, Str7130	TC1 Str7130	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	* Act View ...
N/A	213123	bik832zdf, testing payment issue	bik832zdf testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	* Act View ...
N/A	23423	bik832zdf, testing payment issue	bik832zdf testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	* Act View ...
N/A	pl3434	bikd23d, test	bikd23d test	N/A	N/A	N/A	N/A	Pending Payment	New PTO	* Rej View ...

- Begin by selecting the equipment list from the sidebar
- Then select the desired equipment(s) from the equipment lists
- Select other actions
- Select suspend

Suspend

1 Start Date

01/09/2022

2 Type of A/R works *

☐ Speed

☐ Drive

☐ Control

☐ Safety device

☐ Braking system

☐ Step band

☐ Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

Specialist Professional Engineer (SPE)

Alma Klein || ID : F8741796I

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
3 Simei Street 6	528833	Eastpoint Mall	EN-86521-913077	Active	Escalator	30/09/2022

Cancel

3 Save

Owners can choose the date of suspension and the reasons for suspension on this screen

1. Select start date of suspension
2. Type of A/R works
3. Save

A success message will appear confirming that the payment has been completed

Note:
The selection of A/R works can be non-mutually exclusive.

7.6 Amend Suspension Date

Equipment List

1241 / 1241 equipment(s) 1 item(s) selected

Other Actions

- Change Expiry Date
- Change Contractor
- Change SPE
- Transfer Ownership
- Assign Representative
- Suspend
- Print Past Receipt
- Renew PTO

Any equipment with a valid equipment number

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	TEST NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pi2312	bik323da, test st	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Rej View
EN-21729-113969	234234	bik7654500, pink purple	N/A	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New - New9, 111111	N/A	111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pi23234j	bik233ff, file uploading	loading	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	bik832sdf, testing payment issue	bik832sdf	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	bik832sdf, testing payment issue	bik832sdf	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pi3434	bikd23d, test	bikd23d	test	N/A	N/A	N/A	Pending Payment	New PTO	Rej View

- Select equipment list from the side bar
- Select the equipment which needs to amend the suspend date
- Select Other actions
- Select Amend Suspend Date

Note:
If the equipment is Active and there is ongoing suspension request for future, you can amend suspension date.
If the equipment is Active and there is no ongoing suspension request, you can suspend. Refer to [Section 6.6](#)
If the equipment is suspended, you cannot amend suspension date and suspend again.

Amend Suspension Date

Start Date: 31/12/2023 1

Type of A/R works *

- ☐ Changing or removing any safety device of a lift, or adding any safety device to a lift
- ☐ Changing the mass of a lift car, including lift car finishing
- ☐ Changing the rated load or speed of a lift
- ☐ Changing the travel distance of a lift
- ☒ Changing the lift control operation (including Changing the software or type of driving machine or brakes)
- ☐ Changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight
- ☐ Changing the size of the guide rails of a lift
- ☐ Changing the type of safety gear
- ☐ Changing the lift landing door, lift car door and lift car door drive and control
- ☐ Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

Specialist Professional Engineer (SPE): susie43 || ID: 9

Plan Submission is required? ☒ Yes ☐ No

Submission Reference No.: OKY-TEST-29052023-2348

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
EN-59741-692724	N/A	4 Bowman 562-argvz 5529758 in the amet nulla quisque building	4	Bowman	529758	amet nulla quisque	Active	Platform Lift	30/04/2024

Cancel Save 2

The details will be populated based on what was submitted for the suspension request.

1. Amend the start date
2. Select Save

Note:
The selection of A/R works can be non-mutually exclusive

7.7 Viewing inspection for an equipment

The screenshot shows the 'Equipment List' page in the LEAP system. Red callouts indicate the steps for viewing an inspection:

- 1**: Points to the 'Equipment List' header.
- 2**: Points to the first row of the equipment table (Equipment ID L219).
- 3**: Points to the 'View' button in the 'ACTION' column for the selected equipment.

Equipment List Summary:

- 0 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 0 Equipment: No contractor for more than 1 month
- 55 New Equipment: Ongoing New PTO application
- 2 Equipment: Ongoing Recommissioning
- 11 Equipment: Suspension Request
- 86 Applications: Assigned to me

Equipment Table:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
☒ L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
☐ L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
☐ L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View
☐ L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

Showing 81 to 86 of 86 results

Rows per page: 10 | First | 5 | 6 | 7 | 8 | **9** | Last

1. Select equipment list
2. Select desired equipment
3. Select View

Equipment Details

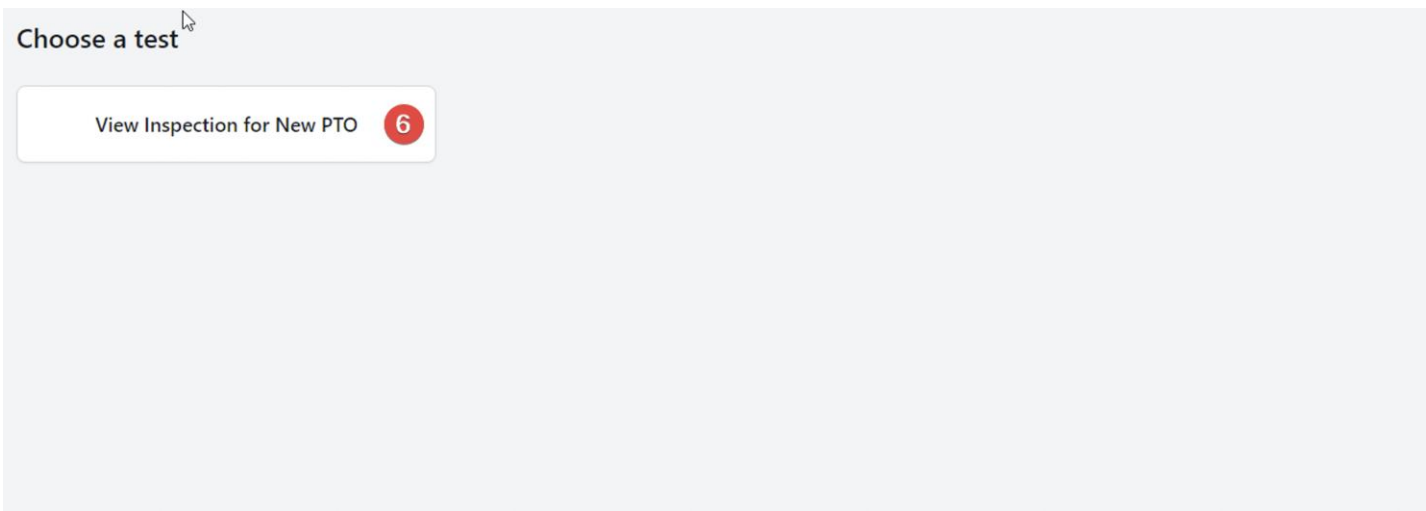
[Export Equipment Details](#) [Renew PTO](#) [Commence Recommission PTO](#) [Edit Recommission](#) [Edit](#) [Actions](#) ⁴

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) pl23234j
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, T18SS0001A
SPE, ID Mariann Rubens, 44	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

[Pay Renewal Fee](#)
[View Inspection](#) ⁵
[Change Contractor](#)
[Change SPE](#)
[Transfer Ownership](#)

4. Select actions

5. Select view inspection

	6. Choose inspection to view
--	-------------------------------------

View Inspection 1 [Download PDF](#)

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) pl232
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, G3749998Q
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Show more		
Tested by chester.muller	Inspection Start Date 24/07/2023	Reviewer N/A
Inspection Status Saved as Draft	Inspection Type No Load Test	Application Status Pending Amendment By SPE
Application Type New PTO	Inspection Report Authorised Date & Time 02/08/2023 12:40	
SPE's Remarks —		
BCA's Remarks —		
Owner's Remarks —		

Owner representatives can view inspection as well as download relevant documents via this screen.

To view the signed document by SPE

1. Owner reps can click on “Download PDF”

Building/Estate Name
N/A

Floor Number
N/A

Road Name
testing signsg

Division
N/A

Block/House No
blk3244ssd

Postal Code
N/A

Contractors

Contractor Type Test contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18SS0001A
Contractor Type Maintenance contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18SS0001A
Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q

Upload List

A-202307-008026_pl232_testing signsg_.pdf

Document has been authorised by chester.muller on 02/08/2023 12:40

2

Download

Download

ACOP Type Test Cert_ACOP Protection Means.pdf

DefaultInspectionDocument

Download

Upload By Officer

No files uploaded

Download

Or

2. Owner representatives can download the PDF file indicated under Upload List

PDF will be downloaded to Owner Rep's computer.

8 Equipment details

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons. The main area features a dashboard with summary cards for various equipment statuses (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', '86 Applications Assigned to me'). Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Export Selected Records To Excel'. A table lists equipment details with columns for ID, NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is highlighted in blue. A search bar is located at the top right of the table area. At the bottom, there is a pagination bar showing 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

1 Points to the sidebar navigation menu.

2 Points to the first row of the equipment table.

3 Points to the 'View' button in the 'ACTION' column of the first row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

1. To view equipment details, begin by selecting equipment list from the sidebar
2. Select desired equipment
3. Select View

8.1 Advance Filter (Search)

1. Select equipment list from sidebar
2. Select search button

Equipment List

Create New PTO Application Export All Records To Excel

0 Equipment
Due for 5 Year Full Load Test

0 Equipment
Pending Authorisation By SPE

9 Equipment
PTO Expiring in 3 Months

3 New PTO Applications
Rejected by Owner

5 Equipment
Pending amendments - BCA Comments

9 Equipment
Ongoing Renewal

21 Equipment
Ongoing Recommissioning

686 Applications
Assigned to me

3

Equipment ID		Equipment Statuses	
Equipment Types		Application Status	
Application Type		Application ID	
Building Name		Postal Code	
Block/House Number		Street Name	
PTO expiry date	dd/mm/yyyy		

Hide Reset 4 Filter

3. A modal will appear with the search parameters. The equipment can be searched by keying in either of these fields.

Select filter button and the search results will appear in the Equipment List table below.

8.2 Edit equipment details

Edit equipment details is a useful tool to make quick changes to the equipment's address, technical information and applicable standards.

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons. The main area features a dashboard with summary cards for equipment status (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', '86 Applications Assigned to me'). Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Export Selected Records To Excel'. A table lists equipment details with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is highlighted in blue. At the bottom, there's a pagination bar showing 'Showing 81 to 86 of 86 results' and 'Rows per page: 10'.

1 Points to the sidebar navigation menu.

2 Points to the first row of the equipment list table.

3 Points to the 'View' button in the 'ACTION' column of the first row.

1. To view equipment details, begin by selecting equipment list from the sidebar
2. Select desired equipment from equipment list
3. Select View

4. Select Edit

Equipment Details

[Export Equipment Details](#)[Renew PTO](#)[Commence Recommission PTO](#)[Edit Recommission](#)[Edit](#)[Actions](#)

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) PL877
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Pending SPE Inspection
Testing Contractor <b style="color:red;">tfn Z&J SERVICES PTE LTD, 202204222C	Maintenance Contractor <b style="color:red;">tfn Z&J SERVICES PTE LTD, 202204222C	Installation Contractor <b style="color:red;">tfn Z&J SERVICES PTE LTD, 202204222C
SPE, ID The Mighty Mrubensm, 44	LEI, Reg No. N/A	Commissioning Date N/A

5. Make required changes for Address Details

Note: Address details can be populated via “Search for Address” (Refer to screenshot below) or Manual input.

6. Click “Save Address Details”

Note: You can make changes to address details and technical details separately.

Edit Equipment EN-52757-543721

Address Details

Search for Address
Search by block, street name, building name or postal code

e.g., Block 123, Main Street, or 123456 5

Block/House Number	71	Street Name *	ROBINSON ROAD
Floor Number	2	Unit Number	2
Building/Estate Name	71 ROBINSON	Postal Code	068895
Development Type *	Residential Non-landed (HDB) i		

6 Cancel Save Address Details

Address Details

Search for Address
Search by block, street name, building name or postal code

Block/House Number

Floor Number

Building/Estate Name

Development Type * i

579700

200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700
200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700
200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700
200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700
200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700
200 BRADDELL ROAD ZFR @ BCA BRADDELL CAMPUS SINGAPORE 579700

Technical Information

Equipment No (e.g., PL01) *

Equipment Type *

Technical Information

1 Equipment No (e.g., PL01) *

Year of Installation *

Model *

ARD Model

UPS Model

Machine Room/
Machine Roomless *

Rated Speed *

m/s

Cabin Breadth *

mm

Equipment Type *

Car Lift

Make *

9G ELEVATOR

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load *

kg

Cabin Height *

mm

Cabin Length *

mm

Applicable Standard(s) *

Choose the applicable standard(s)

Any other lift: Others

Remarks

2

Cancel

Save Technical Information

1. Make required changes for Technical Details
2. Save Technical Information

Note:
You can make changes to address details and technical details separately.

Year of Installation * 2022 Make * KONE

Model * 2022 Speed * 2022 m/s

Length * 2022 mm Width * 2022 mm

Rise * 2022 mm Span 2022 mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

SS CP 15:1990

Remove

Choose the applicable standard(s)

Remarks

SS CP 15:1980

Remove

Cancel Save Technical Information

Edit Equipment L690

Equipment data updated 3

Note: If an equipment has multiple applicable standards, it can be edited and saved. No additions are allowed.

In this case, applicable standards can be removed until only one remain.

3. Success message will be shown

Applicable Standard(s)

Clear All Column Filters

APPLICATION TYPE	CODE OF STANDARD	REMARKS	UPDATED AT	UPDATED BY
1 Recommission PTO	Any other lift: SS 550:2009	recomm 2	24/04/2026	SPE - Sushi: Best Friend of Hasani
Recommission PTO	Any other lift: SS CP 2:2000		24/04/2026	Officer - Myra Wintheiser
2 Others	Any other lift: SS CP 2:2000	edit	24/04/2026	Owner - Ollie Jacobs
Renewal PTO	Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004		23/04/2026	SPE - Sushi: Best Friend of Hasani
New PTO	Any other lift: Others		23/04/2026	SPE - Sushi: Best Friend of Hasani

Showing 1 to 5 of 5 results

Rows per page

10

First

<

1

>

Last

[Show less](#) ^**Note:**

Changes to applicable standard(s) will be reflected in equipment details in the following scenarios:

1. Transition of application type(s). For example, a Renewal PTO with Code of Standard (COS) A undergoes Recommission application and changes to COS B. COS is edited as per [Section 8.2](#).

8.3 View past applications

Owners can view the history of all equipment

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

Equipment List

Claim Equipment Ownership | Export All Records To Excel

0 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No contractor for less than 1 month

0 Equipment
No contractor for more than 1 month

55 New Equipment
Ongoing New PTO application

2 Equipment
Ongoing Recommissioning

11 Equipment
Suspension Request

86 Applications
Assigned to me

Renew PTO | Pay Renewal Fee | Print PTO Cert | Other Actions | Export Selected Records To Excel

86 / 86 equipment(s) | 1 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters | Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
☒ L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
☐ L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
☐ L392	23423	blk784993, test uluooo	blk784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View
☐ L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

Showing 81 to 86 of 86 results

Rows per page: 10 | First | 5 | 6 | 7 | 8 | **9** | Last

Equipment Details [Export Equipment Details](#) [Renew PTO](#) [Commence Recommission PTO](#) [Edit Recommission](#) [Edit](#) [Actions](#)

Equipment ID EN-25685-158723	Equipment Type Home Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date 23/10/2022	Equipment Status Suspended
Testing Contractor E M SERVICES PRIVATE LIMITED, T18UF0001A	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Betty Blick, 32	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date 21/08/2017	Next Full Load Test Expiry Date N/A	No Load Test Date 08/06/2021

[Show more](#)

5 PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

[Export As Excel](#) [Export As PDF](#)

0 item(s) selected

☐	APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
☐	Renewal PTO	A-38686-472285	28/08/2017	Complete

[More Actions](#)

4. Scroll down to bottom of the page
5. See Past Applications and note down the Application ID, and refer to [Section 8.1](#)

8.4 View payment history

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

86 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
☒ L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
☐ L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
☐ L392	23423	bik784993, test uiuooo	bik784993	test uiuooo	N/A	N/A	31/08/2024	N/A	Complete	View
☐ L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

Showing 81 to 86 of 86 results

Rows per page 10 First 5 6 7 8 **9** Last

4. Scroll down to bottom of the page
5. See Payment History

8.5 View Owner, Contractor & SPE history

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons. The main area features a header with 'Equipment List' and buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below the header are several summary cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. A row of action buttons includes 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below these are filters for '86 / 86 equipment(s)', '1 item(s) selected', and options to 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is on the right. The main table lists equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is highlighted in blue and has a red circle '2' next to its checkbox. The 'ACTION' column for this row has a 'View' button with a red circle '3' next to it. The table shows 86 results, with the first 5 rows visible. The footer indicates 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

Equipment Details

Export Equipment Details

Renew PTO

Commence Recommission PTO

Edit Recommission

Edit

Actions

Equipment ID

EN-25685-158723

Equipment Type

Home Lift

Equipment No (e.g., PL01)

N/A

Owner Name, ID

Ang Mo Kio Town Council, F6456123L

PTO Expiry Date

23/10/2022

Equipment Status

Suspended

Testing Contractor

E M SERVICES PRIVATE LIMITED, T18UF0001A

Maintenance Contractor

N/A

Installation Contractor

N/A

SPE, ID

Betty Blick, 32

LEI, Reg No.

N/A

Commissioning Date

N/A

Full Load Test Date

21/08/2017

Next Full Load Test Expiry Date

N/A

No Load Test Date

08/06/2021

Show more

PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

5 OWNER, CONTRACTOR & SPE HISTORY

ROLE	NAME	ID	START DATE	END DATE
Test contractor	E M SERVICES PRIVATE LIMITED	T18UF0001A	05/09/2022	N/A
SPE	Betty Blick	32	N/A	N/A
Corporate Owner	Ang Mo Kio Town Council	F6456123L	03/03/2023	N/A
Home Owner	kirk4	*****492N	N/A	03/03/2023

More Actions

4

5

4. Scroll down to bottom of the page

5. See Owner, Contractor & SPE History

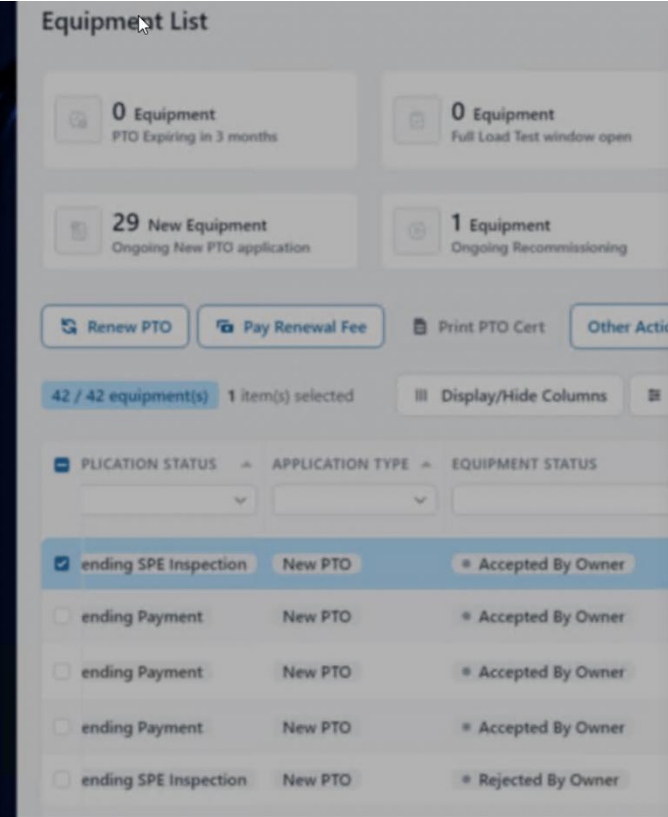
Building and
Construction
Authority

Page 119 of 131

8.6 Exporting equipment details to excel

The screenshot displays the 'Equipment List' dashboard. On the left sidebar, a red circle '1' points to the 'Equipment List' icon. The main area shows a summary of equipment status: 0 Equipment (PTO Expiring in 3 months), 55 New Equipment (Ongoing New PTO application), 0 Equipment (Full Load Test window open), 2 Equipment (Ongoing Recommissioning), 0 Equipment (No contractor for less than 1 month), 11 Equipment (Suspension Request), 0 Equipment (No contractor for more than 1 month), and 86 Applications (Assigned to me). Below this, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Other Actions'. A red circle '3' highlights the 'Export Selected Records To Excel' button. Below the buttons, a table of equipment is shown with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. A red circle '2' points to the first row of the table (L219). The table shows 86 results, with the first row selected. At the bottom, it says 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list
3. Click on Export Selected Records To Excel



- ☒ Rated Load
- ☒ Rated Speed
- ☒ Cabin Height
- ☒ Cabin Breadth
- ☒ Cabin Length
- ☒ Speed
- ☒ Width
- ☒ Span
- ☒ Length
- ☒ Rise
- ☒ No Load Test Date
- ☒ Full Load Test Date
- ☒ Code of Standard
- ☒ Owner Name
- ☒ Owner Email
- ☒ Representative Name
- ☒ Representative Email
- ☒ Maintenance Contractor
- ☒ Test Contractor
- ☒ Specialist Professional Engineer
- ☒ Lift Escalator Inspector
- ☒ PTO Approved Date
- ☒ Development Type

Cancel
5
Export

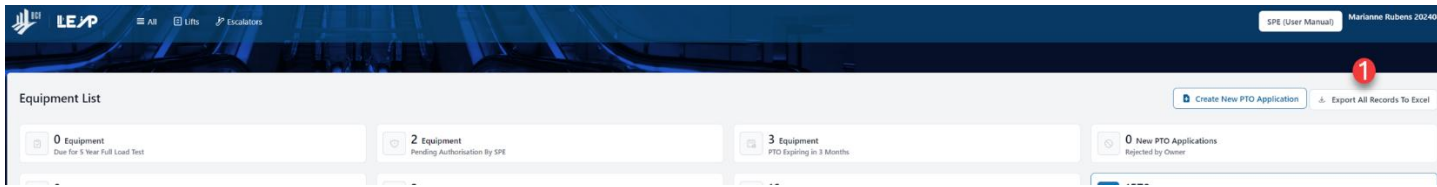
A	AQ
1	EQUIPMENT ID CODE OF STANDARD
2	E104 SS 626:2017; SS CP 15:1980; SS CP 15:1990
3	L173969 Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

4. Check all the required information to export

5. Click export. Equipment list should appear as a download

Note: In column “CODE OF STANDARD”, past Code of Standard(s) are denoted by semi-colon “;” in the excel.

8.7 Exporting all equipment to excel



Equipment List

0 Equipment Due for 5 Year Full Load Test

2 Equipment Pending Authorisation By SPE

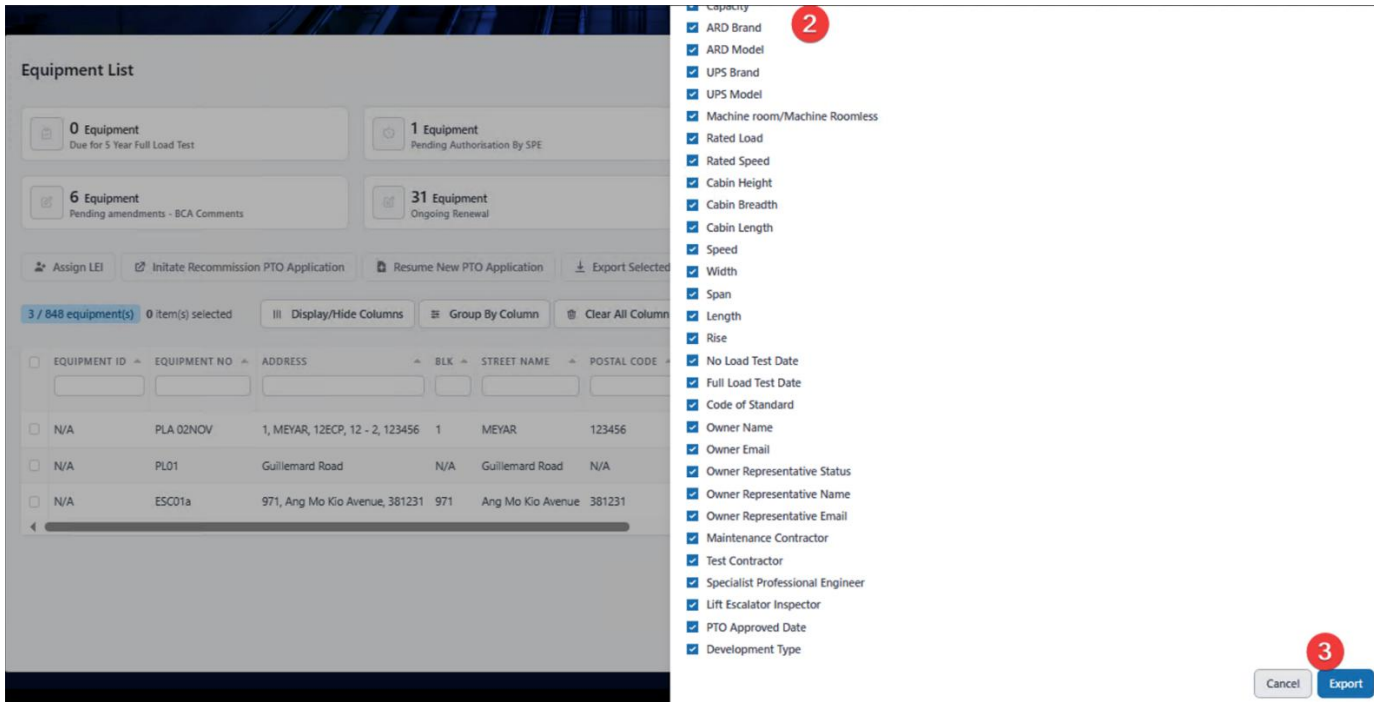
3 Equipment PTO Expiring in 3 Months

0 New PTO Applications Reported by Owner

Create New PTO Application Export All Records To Excel

1. Select export all records to Excel

(No equipment needs to be selected as this function exports all records).



Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

Assign LEI Initiate Recommission PTO Application Resume New PTO Application Export Selected

3 / 848 equipment(s) 0 item(s) selected Display/Hide Columns Group By Column Clear All Columns

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE
N/A	PLA 02NOV	1, MEYAR, 12ECP, 12 - 2, 123456	1	MEYAR	123456
N/A	PL01	Guillemard Road	N/A	Guillemard Road	N/A
N/A	ESC01a	971, Ang Mo Kio Avenue, 381231	971	Ang Mo Kio Avenue	381231

- ☒ Capacity
- ☒ ARD Brand
- ☒ ARD Model
- ☒ UPS Brand
- ☒ UPS Model
- ☒ Machine room/Machine Roomless
- ☒ Rated Load
- ☒ Rated Speed
- ☒ Cabin Height
- ☒ Cabin Breadth
- ☒ Cabin Length
- ☒ Speed
- ☒ Width
- ☒ Span
- ☒ Length
- ☒ Rise
- ☒ No Load Test Date
- ☒ Full Load Test Date
- ☒ Code of Standard
- ☒ Owner Name
- ☒ Owner Email
- ☒ Owner Representative Status
- ☒ Owner Representative Name
- ☒ Owner Representative Email
- ☒ Maintenance Contractor
- ☒ Test Contractor
- ☒ Specialist Professional Engineer
- ☒ Lift Escalator Inspector
- ☒ PTO Approved Date
- ☒ Development Type

Cancel Export

2. Check details to be exported

3. Select Export

Excel Export Requests

The report generation might take a little while to process. Please check back in a few minutes (by refreshing this page.). Do note that the file will be downloaded as one csv file.

15 / 15 request(s) III Display/Hide Columns

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
11/07/2023 12:42:40	Processing	N/A	Download
06/03/2023 18:09:43	Success	06/03/2023 18:11:15	Download
03/03/2023 15:26:15	Success	03/03/2023 15:27:02	Download
09/01/2023 09:59:25	Success	09/01/2023 10:01:07	Download
06/01/2023 18:45:46	Success	06/01/2023 18:49:01	Download
06/01/2023 17:59:44	Success	06/01/2023 18:00:53	Download
06/01/2023 16:23:36	Success	06/01/2023 16:36:12	Download
06/01/2023 15:59:01	Success	06/01/2023 16:15:55	Download
06/01/2023 15:57:54	Success	06/01/2023 16:11:51	Download
06/01/2023 15:54:39	Success	06/01/2023 16:07:47	Download

Showing 1 to 10 of 15 results Rows per page 10 First < 1 2 > Last

By selecting the export all download, it will navigate the Owner to the downloading page.

Because of the large quantity of items being transferred to excel, the download may take some time.

Please return in a couple of minutes to check if the system has finished generating.

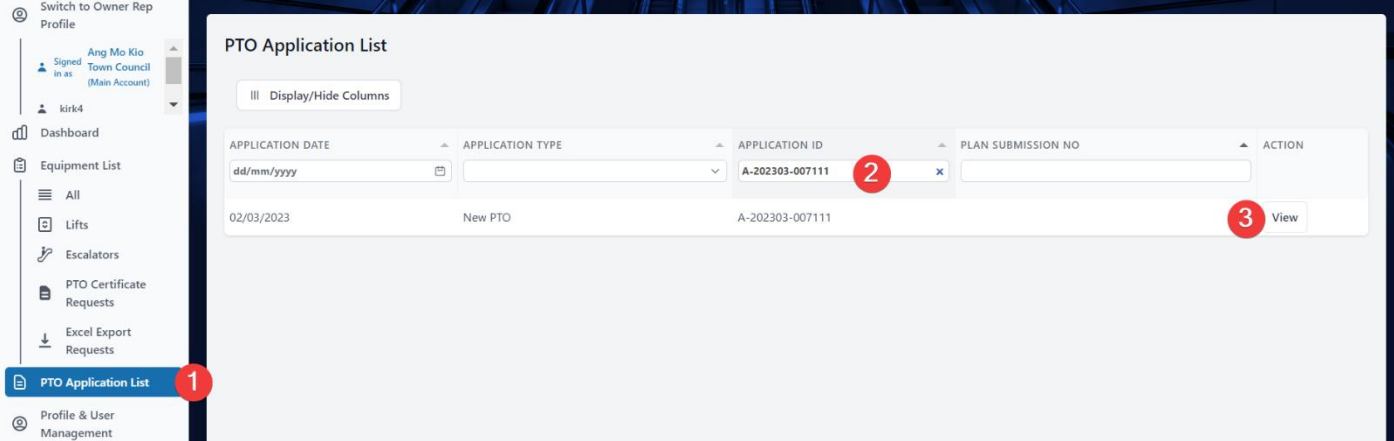
Once ready, the download button will no longer be greyed out.

Note: In column "CODE OF STANDARD", past Code of Standard(s) are denoted by semi-colon ";" in the excel.

A	AQ
1 EQUIPMENT ID	CODE OF STANDARD
2 E104	SS 626:2017; SS CP 15:1980; SS CP 15:1990
3 L173969	Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

9 Viewing equipment in PTO application list

9.1 If Application ID is known upfront



PTO Application List

APPLICATION DATE APPLICATION TYPE APPLICATION ID PLAN SUBMISSION NO ACTION

dd/mm/yyyy

02/03/2023 New PTO A-202303-007111 View

If you are aware of the Application ID, you may proceed with:

1. Select PTO Application List from sidebar
2. Key in Application ID
3. Select view for desired equipment, or view submission

Note:

All the past applications can be found here which will link you up with the equipment. Should you wish to look up for a previous application ID, you may search from the equipment.

9.2 If Application ID is not known upfront

The screenshot shows the 'Equipment List' page in the LEAP system. A red circle with the number '1' points to the 'Equipment List' header. A red circle with the number '2' points to the first row of the equipment table, which is highlighted in blue. A red circle with the number '3' points to the 'View' button in the 'ACTION' column of the first row.

Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

86 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
☒ L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
☐ L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
☐ L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View
☐ L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

Showing 81 to 86 of 86 results

Rows per page 10 First < 5 6 7 8 9 > Last

If you are unaware of the Application ID, you may proceed with:

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

Equipment Details

Equipment ID: L83
Owner Name, ID: Ang Mo Kio Town Council, F6456123L
Testing Contractor: 9G ELEVATOR PTE LTD, T18500001A
SPE, ID: chester.muller, 33
Full Load Test Date: 02/03/2023
PTO Approved Date: N/A

Equipment Type: Car Lift
PTO Expiry Date: 30/06/2023
Maintenance Contractor: 9G ELEVATOR PTE LTD, T18500001A
LEI, Reg No: N/A
Next Full Load Test Expiry Date: N/A

Equipment No (e.g., PL91): PL778
Equipment Status: Active
Installation Contractor: 9G ELEVATOR PTE LTD, T18500001A
Commissioning Date: 02/03/2023
No Load Test Date: 02/03/2023

PAST APPLICATIONS
(Renewal, Recommendation and New PTO History)

Export As Excel | Export As PDF

0 item(s) selected

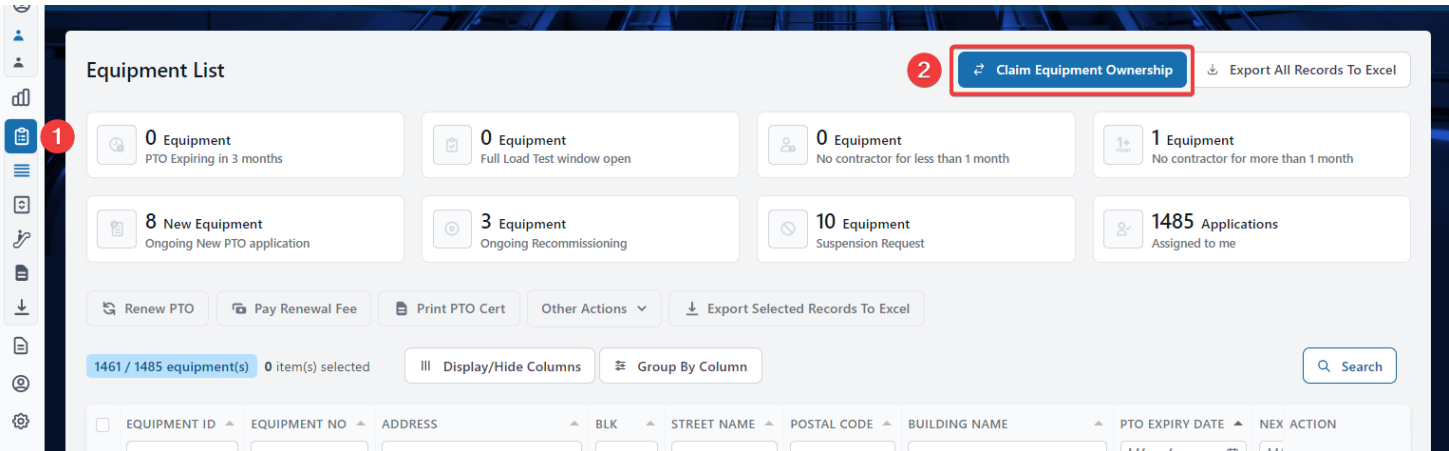
APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
Renewal PTO	A-202304-007241	05/04/2023	Pending SPE Inspection
New PTO	A-202303-007111	02/03/2023	Complete

More Actions

4. Scroll down to bottom of the page
5. See Past Applications and note down the Application ID, and refer to [Section 9.1](#)

10 Claiming Ownership

In claiming ownership of an equipment, the direct method would be to input the details of the equipment he wishes to claim together with proof of ownership.



EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEX ACTION

1. Begin by selecting the equipment list from the sidebar
2. Claim Equipment Ownership

Claim Ownership

If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.

01 PROOF OF OWNERSHIP

02 DECLARATION

03 CONFIRMATION

Proof Of Ownership

3

Upload proof of ownership (such as IRAS Property Tax Notice, Title Deed or SLA Property Ownership Information) *

Upload a file or drag and drop

Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.

Remarks

4

Add Equipment Address

Required

5

< Previous

Next >

- Owners may submit proof of ownership.
- Add equipment address
- Select Next

6. Check declaration as rightful owner
7. Submit

Claim Ownership

If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.

✓ PROOF OF OWNERSHIP 02 DECLARATION 03 CONFIRMATION

Declaration

☒ I declare that the information provided is accurate and I am the owner of the equipment selected. I undertake to carry out the duties required of an owner in relation to the said equipment.

6

< Previous Submit > 7

Claim Ownership

✓ Request for ownership transfer has been raised and will be processed by BCA

8

If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.



PROOF OF OWNERSHIP



DECLARATION

03

CONFIRMATION

Confirmation

The BCA LEAP team is reviewing your submission.
You will be notified via email about the outcome. If you have any queries please contact us at **6789 1234**.

Close

8. An alert will show which informs you that request of ownership transfer has been raised and will be processed by BCA.

Note:

The claimant will be the Owner. BCA will transfer the equipment to the Owner.

11 Notification

Owner Representative does not have any notification configuration for this role and they cannot be configured. However, Owner Representatives can expect to receive the following applicable email notifications **when they are sent to the Owner**:

1. [BCA-LEAP] Equipment Expiry Update Owner
2. [BCA-LEAP] Equipment Suspended Owner
3. [BCA-LEAP] Suspension Date Update Owner
4. [BCA-LEAP] Expiry Date has been extended

When the Owner has assigned you as the Owner Representative, the latter can expect to receive the following applicable email notifications to be informed of the assignments:

1. [BCA-LEAP] Owner Assigned Rep
2. [BCA-LEAP] Owner Assigned Rep New User
3. [BCA-LEAP] Owner Updated Rep Access